

This document is intended to assist Affiliation Super Users with the Coach Role in the ADLC Student Information System (SIS).

Affiliation Super Users can add Coaches and associate Student Instruction (SI) students to Coaches. Coaches can access student information to monitor progress as well as the message tabs (but cannot modify information) in SIS.

Important! If the person intended to be a Coach is already listed in SIS as an External Teacher, a Super User will be unable to add them as a Coach. Please contact Partner Support to have the Coach role added.

To add a Coach:

1. Log into the [ADLC Student Information System \(SIS\)](#) and ensure the **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar across the top of the screen. Click on the **Affiliations** tab then click on the name of the school.




2. From the menu on the left- side of the screen, click **Add Users** and complete required information (*yellow fields are mandatory*):
 - User Name (First Name, Last Name)
 - Password (Create a password)
 - Last Name
 - First Name
 - Email
 - Role (Select Coach)
 - Affiliation (this will default to the Affiliation selected in step 1 above)

3. Once complete, click **Create**.

Note: If there is a warning of the email already being in use, override it. New user emails are not generated out of the SIS. The Super User will need to provide this information to the Coach.

To associate a student to a Coach:

1. Super Users select the **Students** tab in the blue bar at the top of the screen and select **Active Students** from the menu on the left.
2. Click on the name of the student and from the menu on the left-hand side, click **Associate to Coach**, then **Add new association**.
3. Under **Role**, select **Coach**.
4. Under **User**, select the name of the Coach from the drop-down menu you would like to associate the student to and select **Save**.



The image shows a dialog box titled "Association Info". It contains two dropdown menus. The first dropdown is labeled "Role:" and has "COACH" selected. The second dropdown is labeled "User:" and has "Select..." selected. Below the dropdowns are two buttons: "Save" and "Close".

Questions?

Give us a call at 1-866-774-5333, ext. 5378 or email info@adlc.ca.