UC OATS - Outside Activity Tracking System Annual Reporting

Faculty with No Outside Activities *(last updated 07/17/2022)*

1. Go to: https://ucsb.ucoats.org/
2. Click on "**Log in to OATS**" green button

3. Sign in using your UCSBnetID and Password

4. Locate the reporting year by clicking arrows, as needed
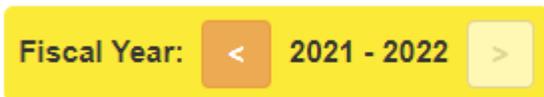
5. You may now go directly to Certify No Activity if appropriate, or you can click on Annual Certifications to bring up a listing of years.

6. You will see a summary of your annual reports:

Annual Certification Summary

Fiscal Year	Submitted Date	Approved Date	Status			
2018 - 2019	01/14/2020	01/16/2020	Accepted			
2019 - 2020	02/03/2022	02/04/2022	Accepted			
2020 - 2021	02/03/2022	02/04/2022	Accepted			
2021 - 2022			Not Submitted	Summer Info	Certify No Activity	

7. If you select no activity, a pop up box will ask you to review the certification statement and then enter your initials in the box:

Certify No Activity for Fiscal Year 2021 - 2022

I certify that I have complied with the provisions of APM -025 and have reported all Category I and II activities as required by policy.

☐   I do not need to report summer salary because I have no outside professional activities to report for this fiscal year period

Enter your initials to certify: *

[   ]

[Submit]   [Close]

8. Click the checkbox and enter your initials. Be sure to click on the "**Submit**" green button

[Submit]

9. Verify successful submission by viewing status:

Annual Certifications   2021 - 2022   Department AP Analyst

This shows that your annual report is now in the department analyst's or Business Officer's OATS queue awaiting review.