UC OATS - Outside Activity Tracking System
Faculty with Category I Outside Activities requiring Prior Approval in 2018-19

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

   ![Log in to OATS button]

3. Sign in using your UCSBnetID and Password

   ![Authentication Service]

4. Locate the reporting year by clicking arrows as needed

   ![Fiscal Year: 2018-2019]

5. Locate the activity on the Activities tab.

   a. Your approved activities have been centrally transferred from AP Folio to OATS
   b. Please check the entry for accuracy by clicking on the Cat I Approval button.

      ![Cat I Approval: Approved]

      i. If information is not entered correctly or is missing, please stop here and contact June Betancourt in AP, june.betancourt@ucsb.edu or x5728
   c. Approval obtained for activity commencing before 2018-19 will not show up in OATS.
   d. Start and end dates will show only the 2018-19 fiscal year but approval might extend beyond.

6. If all looks good, locate the Report Effort button in the Actions column.

   ![Report Effort button]

7. A modal will pop up asking you to enter the start and end dates and number of hours which you engaged in this activity.

   a. A day is 8 hours. For example, if you engaged in the activity for 10 hours in one day, you need to enter only 8 hours.
   b. For outside teaching, enter the podium hours and the system will calculate preparation time.

8. Click the Report button.
9. Go through each activity in the list and enter the dates/hours as appropriate following the above steps 5-8.

10. Once all activities for 2018-19 are entered, you may complete 2018-19 annual certification.