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. Locate the activity on the Activities tab.
   a. Start and end dates will show only the 2019-20 fiscal year but approval might extend beyond.
6. If all looks good, locate the Report Effort button in the Actions column.
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. Service dates for the 2019-20 academic year are 9/22/19 through 6/12/20. Effort reporting within the academic year must fall within these dates.
   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 2019-20 are entered, you may complete 2019-20 annual certification.