

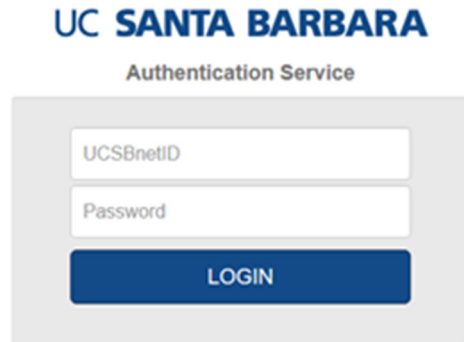
# UC OATS - Outside Activity Tracking System

Faculty with Category I Outside Activities requiring Prior Approval in 2020-21  
(last updated 7/1/2021)

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



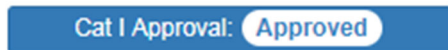
3. Sign in using your UCSBnetID and Password



4. Locate the reporting year by clicking arrows as needed

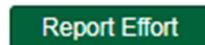


5. Locate the activity on the **Activities** tab.



- a. Start and end dates will show only the 2020-21 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 2020-21 academic year are **9/27/20 through 6/11/2021**. 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 2020-21 are entered, you may complete 2020-21 annual certification.

