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. Category I activity with prior approval will automatically appear in your summary page.
6. If hours need to be reported for the activity, 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 2021-22 academic year are 9/19/21 through 6/10/2022. Effort reporting within the academic year must fall within these dates. For outside teaching, enter podium hours. The system will calculate preparation time by a factor of 1.33
   a. A day is 8 hours. For example, if you engaged in the activity for 10 hours within one day, you need to enter only 8 hours.
   b. For summer effort reporting, enter number of hours of activity in each month separately:
5. Go through each activity in the list and enter the dates/hours as appropriate.
9. Once all activities for 2021-22 are entered, you may complete annual certification by locating the purple “Annual Certification” button:

This will bring up your AC summary. Click on “Not Submitted”

Click on the purple button:

Annual Certification for 2021 - 2022

This will bring up a pop-up:

Certify Activities 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.

Enter your initials to certify: *

Enter your initials and submit.

8. Click the Report button
8. Go through each activity in the list and enter the dates/hours as appropriate.

9. Once all activities for 2021-22 are entered, you may complete annual certification by locating the purple “Annual Certification” button:

This will bring up your AC summary. Click on “Not Submitted”

Click on the purple button:

Annual Certification for 2021 - 2022

This will bring up a pop-up:

Certify Activities 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.

Enter your initials to certify: *

Submit Close