

UC OATS - Outside Activity Tracking System

Faculty with No Outside Activities *(l.u. 10/27/20)*

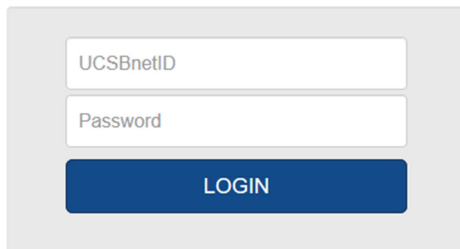
1. Go to: <https://ucsb.ucoats.org/>
2. Click on “Log in to OATS” green button



3. Sign in using your UCSBnetID and Password

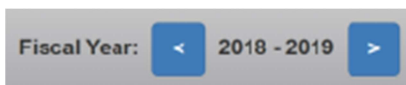
UC SANTA BARBARA

Authentication Service

A login form with two input fields: "UCSBnetID" and "Password". Below the fields is a blue "LOGIN" button.

UCSBnetID
Password
LOGIN

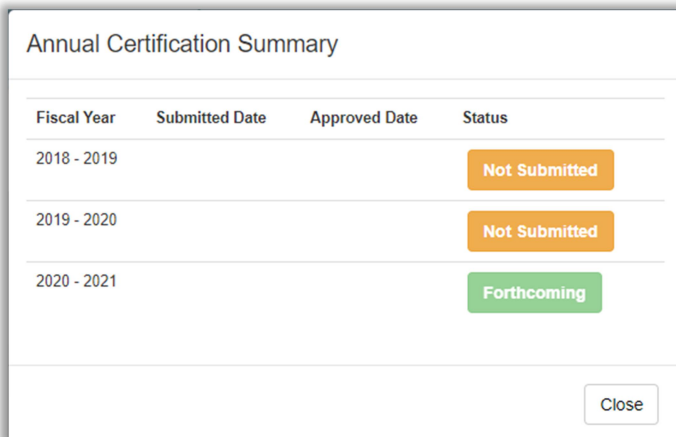
4. Locate the reporting year by clicking arrows, as needed



5. Click on “Annual Certification” purple button



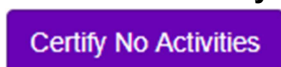
6. You will see a summary of your annual reports:

A table titled "Annual Certification Summary" with columns for Fiscal Year, Submitted Date, Approved Date, and Status. The table shows three rows: 2018-2019 (Not Submitted), 2019-2020 (Not Submitted), and 2020-2021 (Forthcoming). A "Close" button is at the bottom right.

Fiscal Year	Submitted Date	Approved Date	Status
2018 - 2019			Not Submitted
2019 - 2020			Not Submitted
2020 - 2021			Forthcoming

Close

7. Click on the “Not Submitted” report for 2018-19
8. Click on the “Certify No Activities” purple button



9. Review the certification statement and then enter your initials in the box.
10. Repeat for other years as necessary
11. Click on the “Submit” green button

