

UC OATS - Outside Activity Tracking System

Faculty with No Outside Activities

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

A green rectangular button with the text "Log in to OATS" in white.

3. Sign in using your UCSBnetID and Password

UC SANTA BARBARA

Authentication Service

A white rectangular input field with the placeholder text "UCSBnetID".A white rectangular input field with the placeholder text "Password".A dark blue rectangular button with the text "LOGIN" in white.

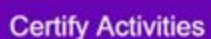
4. Locate the reporting year by clicking arrows, as needed

A grey rectangular box containing the text "Fiscal Year:" followed by a left arrow, the text "2018 - 2019", and a right arrow.

5. Click on “**Annual Certification**” purple button

A purple rectangular button with the text "Annual Certification" and a small white circle containing "2018".

6. View and confirm that you have no activities to report
7. Click on the “**Certify Activities**” purple button

A purple rectangular button with the text "Certify Activities" in white.

8. Review the certification statement and then enter your initials in the box.
9. Click on the “**Submit**” green button

A green rectangular button with the text "Submit" in white.