

UC OATS - Outside Activity Tracking System

Faculty with No Outside Activities

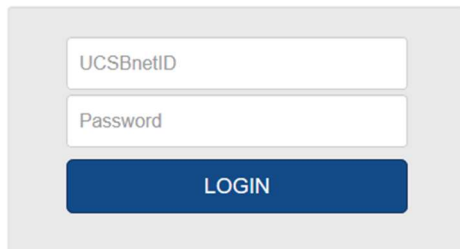
1. Go to: <https://ucsb.ucoats.org/>
2. Click on “**Log in to OATS**” green button



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 button labeled "LOGIN".

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



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



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



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

