

UC OATS - Outside Activity Tracking System

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

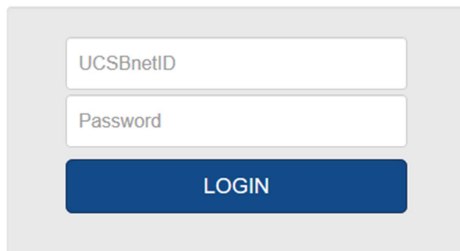
1. Go to: <https://ucsb.ucoats.org/>
2. Click on “Log in to OATS” green button



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

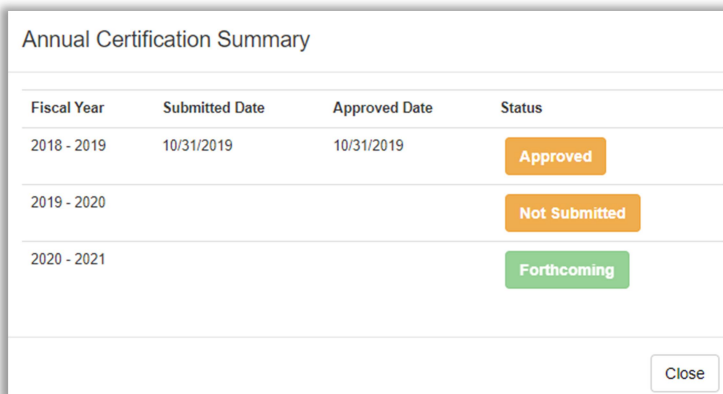
4. Locate the reporting year by clicking arrows, as needed



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 (Approved), 2019-2020 (Not Submitted), and 2020-2021 (Forthcoming).

Fiscal Year	Submitted Date	Approved Date	Status
2018 - 2019	10/31/2019	10/31/2019	Approved
2019 - 2020			Not Submitted
2020 - 2021			Forthcoming

Close

7. Click on the “Not Submitted” report for 2019-20
8. Click on the “Certify No Activities” purple button



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

