1. Go to: [https://ucsb.ucoats.org/](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. Click on “Annual Certification” purple button
6. You will see a summary of your annual reports:
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