1. Go to:  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. 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