

# UC OATS - Outside Activity Tracking System

Faculty with No Outside Activities *(last updated 02/06/2022)*

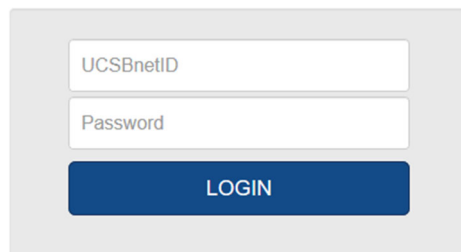
1. Go to: <https://ucsb.ucoats.org/>
2. Click on “**Log in to OATS**” green button



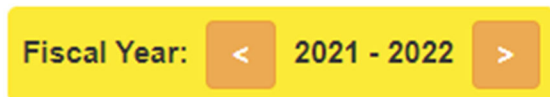
3. Sign in using your UCSBnetID and Password

**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. You may now go directly to Certify No Activity if appropriate, or you can click on Annual Certifications to bring up a listing of years.

**Certify No Activity for 2020 - 2021**

**Annual Certifications**

6. You will see a summary of your annual reports:

Annual Certification Summary

Fiscal Year	Submitted Date	Approved Date	Status
2018 - 2019	11/26/2019	12/04/2019	Accepted
2019 - 2020			Not Submitted Summer Salary Certify No Activity
2020 - 2021			Not Submitted Summer Salary Certify No Activity
2021 - 2022			Forthcoming Summer Salary

In order to submit your Annual Certification for 2020 - 2021, you must first submit your Summer Salary Information

7. If you select no activity, a pop up box will ask you to review the certification statement and then enter your initials in the box:

## Certify No Activity for Fiscal Year 2019 - 2020

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I certify that I have complied with the provisions of APM -025 and have reported all Category I and II activities as required by policy.

I do not need to report summer salary because I have no outside professional activities to report for this fiscal year period

Enter your initials to certify: \*

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Submit

Close

8. Be sure to click on the **“Submit”** green button

Submit