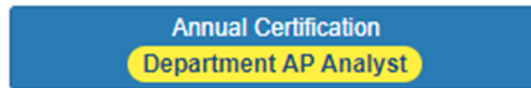


How to Access Faculty Annual Certification Reports and Prior Approval Forms

Department chairs, college/divisional deans, and staff with OATS access review faculty APM 025 Annual Reports and forms in OATS.

Log into OATS at <https://ucsb.ucoats.org>

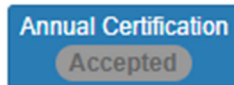
- By default you will be taken to your Dashboard. It will display a list of any annual certifications or forms currently in your queue:



- View details of annual certifications or forms not currently in your queue by clicking on **ANNUAL CERT. or FORMS**
 - Ensure that you are in the desired Fiscal Year by toggling right or left:



- To view Annual Certifications: navigate to **AC IN MY QUEUE, AC NOT SUBMITTED, AC IN PROCESS, or AC ACCEPTED**
- To view Forms: navigate to **FORMS NEEDS MY REVIEW, FORMS IN PROCESS, FORMS APPROVED**
- Click on blue field to view details of the item and its status, e.g.:



- To view forms, activities, or annual certifications for a particular faculty member within your department, click on **FACULTY** button and search by UCPATH ID or name. Click on the faculty member's name to bring up their faculty page.