

# UC OATS - Outside Activity Tracking System

For Reviewers: APM 025 Annual Certification processing

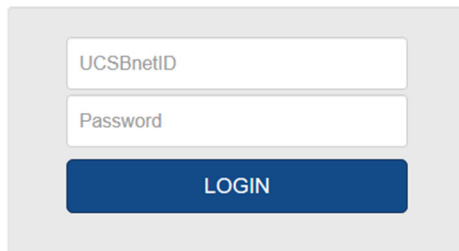
1. Go to: <https://ucsb.ucoats.org/>
2. Click on “**Log in to OATS**” green button



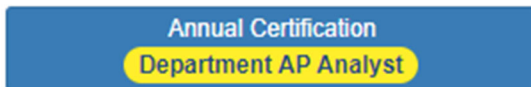
3. Sign in using your UCSBnetID and Password

**UC SANTA BARBARA**

Authentication Service



4. By default, you will be taken to your Dashboard which will show annual certifications available for your review
5. Click on the blue field to bring up the form:



6. If everything looks okay, you may mark as “Reviewed.” If something looks incorrect, you may send back to the Faculty:

Mark As:

Reviewed

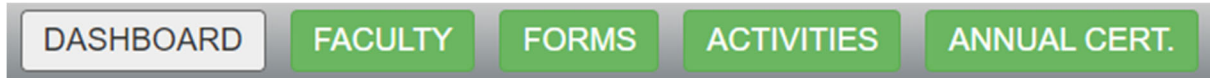
Return To:

Faculty

7. Be sure to click “Submit Action” to record your choice:

Submit Action

8. You may also choose to work with just Forms, Activities or just Annual Certifications by selecting one of the other buttons at the top:



9. You may also bring up your faculty individually by selecting “Faculty” and entering a name or UCPATH ID in the search bar

Search by UCPATH ID or name:

10. As always, toggle to the desired fiscal year:

Fiscal Year:  2021 - 2022

**Please note:** Faculty jointly appointed in two or more departments fill out and submit one annual report. Forms route serially rather than simultaneously as follows:

**Primary** Department AP Analyst > **Primary** Department Chair > **Secondary** Department AP Analyst > **Secondary** Department Chair