UC OATS - Outside Activity Tracking System

Faculty with Approved Category I Activities

1. Go to: https://ucsc.ucoats.org

2. Log in to OATS

3. Sign in using your CruzID and Gold Password

4. Locate the reporting year by clicking the arrows. OATS always defaults to the current reporting year so check to make sure that you are in the correct fiscal year before proceeding. Example: You need to report activities for your 2018-19 Annual Report -> click to fiscal year 2018-19 and proceed with your reporting.

5. Locate the activity you need to report effort on in your activities list.
   • Prior approvals that have been requested and approved through the current reporting period will be included in your activities list.

6. Click on the Report Effort in the Actions column.

   • Follow the instructions for Reporting Effort on the UC OATS Training website.
   • If needed, refer to Tips for Reporting Effort in OATS on APO’s OATS Resources webpage for guidance.

7. Report on all of your activities; enter and report effort on Category II activities as needed.
   • The instructions for entering an activity are available at the UC OATS Training website.

8. Certify Your Annual Report
   When you have entered and reported on all activities, you are ready to complete your Annual Certification. Click on Annual Certification.

   • If needed, the instructions for completing Annual Certification - with Activities are available at the UC OATS Training website.