Category II activities:
- Additional University – compensated teaching (CME & UNEX) or self-supporting UC degree programs;
- Consulting as an expert;
- Testifying as a professional witness;
- Providing or presenting a workshop for industry;
- Providing outside consulting services or referrals or engaging in professional practice as an individual or through a single-member professional corporation or sole proprietorship;
- Serving on a board of directors outside of the University;
- Providing outside consulting or compensated professional activities performed for entities such as the Los Alamos and Lawrence Livermore National Laboratories.

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. **Report Effort**
   If you entered your Category II activities during the reporting period:
   - Locate the activity your need to report effort on in your activities list.
   - Click on the **Report Effort** in the Actions column.

   - Follow the instructions for [Reporting Effort](https://ucsc.ucoats.org) on the UC OATS Training website.
   - If needed, refer to [Tips for Reporting Effort in OATS](https://ucsc.ucoats.org) on APO's OATS Resources webpage for guidance.

   If you need to enter one or more Category II activities:
   - Follow the instructions for [entering an activity](https://ucsc.ucoats.org) on the UC OATS Training website.
   - Follow the Report Effort instructions above.

6. **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](https://ucsc.ucoats.org) are available at the UC OATS Training website.