UC OATS - Outside Activity Tracking System

Department Chairs

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

2. Log in to OATS

   ![Log in to OATS](Log in to OATS)

3. Sign in using your CruzID and Gold Password

4. Click on FACULTY’S VIEW

5. If you have no Category II or approved Category I activities to report, click on Annual Certification.

   ![Annual Certification](Annual Certification 2018)

   If needed, instructions for completing Annual Certification - with No Activities are available at the UC OATS Training website.

6. If you have Category II or approved Category I activities to report:

   1) Check to make sure 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 to complete your reporting.

   ![Fiscal Year: 2018-19](Annual Certification 2018)

   2) On APO’s OATS Resources and Training webpage, refer to the appropriate instructions (i.e., Faculty with Category II Activities or Faculty with Category I Activities) to complete and certify your annual report.