

# 2022-2023 ANNUAL CERTIFICATION REPORTING INSTRUCTIONS

## UC OUTSIDE ACTIVITY TRACKING SYSTEM (OATS)

*Deans and Full-time Faculty Administrators*  
*Reporting NO Activities*

### Steps to take in UC OATS:

1. Go to: <https://ucdavis.ucoats.org>

2. Click the green “Log in to OATS” button:



3. Sign in using your campus Username and Passphrase.

The UC Davis login form. It features the UC Davis logo at the top, followed by "UNIVERSITY OF CALIFORNIA" and "Central Authentication Service (CAS)". Below this are fields for "Username:" and "Passphrase:", each with a text input box. At the bottom is a blue "LOGIN" button.

4. Click the “Faculty’s View” button:



5. If you did not engage in an OPA during the reporting period, then you are certifying NO activity. Click the purple “Certify No Activity for 2022-2023” button:



6. A “Certify No Activity for Fiscal Year 2022-2023” window opens. Reminder, the certification covers the time period 7/1/2022—6/30/2023. Review the certification statement and, if appropriate, enter your initials. Click the green “Submit” button.

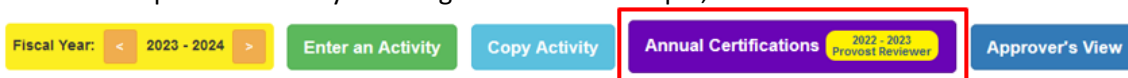
#### Certify No Activity for Fiscal Year 2022 - 2023

I certify that I have complied with all of the provisions of APM-025 (and APM-240 or 246) and have reported all Category I, II, or III activities as required by policy.

Enter your initials to certify: \*



7. A brief message will flash indicating success. If you missed this message, another way to confirm successful submission is by reviewing the purple “Annual Certification 2022-2023” button. The button includes the location where the report is currently awaiting review. For example, this button shows “Provost Reviewer”:



8. Congratulations on submitting your annual certification report! If interested, more information can be found here: [Annual Certification Information](#).