

# UC Outside Activity Tracking System (UC OATS)

Deans and Full-time Faculty Administrators → *Reporting **NO** Outside Professional Activities (OPA)*  
2023-2024 Reporting Period → *July 1, 2023 – June 30, 2024*

## Steps to take in UC OATS:

1. Navigate 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 features the university's logo and name. Below the header, it includes a "Username:" label and an input field, a "Passphrase:" label and an input field, and a blue "LOGIN" button at the bottom.

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 2023-2024” button:



6. A “Certify No Activity for Fiscal Year 2023-2024” window opens. Reminder, the certification covers the period 7/1/2023—6/30/2024. Review the certification statement and, if appropriate, enter your initials. Click the green “Submit” button.

Certify No Activity for Fiscal Year 2023 - 2024

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 2023-2024” 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](#).