

# 2021-2022 ANNUAL CERTIFICATION INSTRUCTIONS UC OUTSIDE ACTIVITY TRACKING SYSTEM (UC OATS)

## *Department Chairs and Associate Deans*

**Department Chairs:** Please follow the instructions provided below.

**Associate Deans (or others who serve in the “Dean Approver” role):**

*\*Before submitting your annual certification report, please send an email directly to Kim Poole ([kcpoole@ucdavis.edu](mailto:kcpoole@ucdavis.edu)) advising that you’re ready to submit your report. Kim will coordinate next steps with you.*

1. For access purposes, open the “[Annual Certification Information](#)” web page to be accessible.

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

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



4. Sign in using your campus Username and Passphrase.

# UC DAVIS

UNIVERSITY OF CALIFORNIA

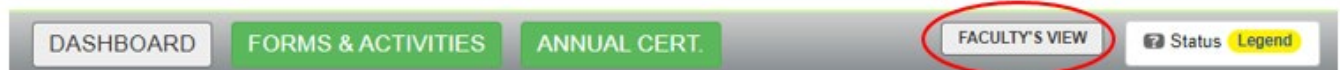
Central Authentication Service (CAS)

Username:

Passphrase:

LOGIN

5. Click the “Faculty’s View” button:



6. Go to the other open browser and click on the bar where your academic appointment falls under:

> **ACADAEMIC YEAR (AY) FACULTY – SUBJECT TO APM 025**

> **FISCAL YEAR (FY) FACULTY and FY SPECIALISTS IN COOPERATIVE EXTENSION (CE) – SUBJECT TO APM 025**

> **HEALTH SCIENCES COMPENSATION PLAN FACULTY – SUBJECT TO APM 671**

7. Follow the instructions provided under that section.

8. Technical questions should be sent in an email addressed to: [oats-help@ucdavis.edu](mailto:oats-help@ucdavis.edu)