

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

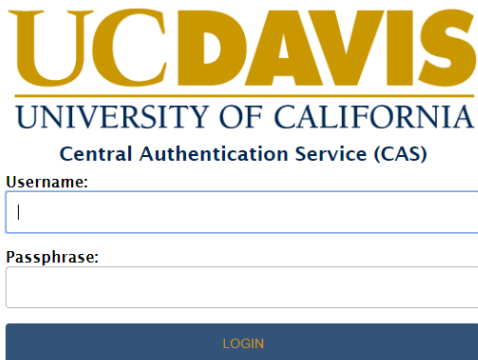
1. In a separate browser open the “[Annual Certification Information](#)” web page to be accessible (for step 6 below).

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

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

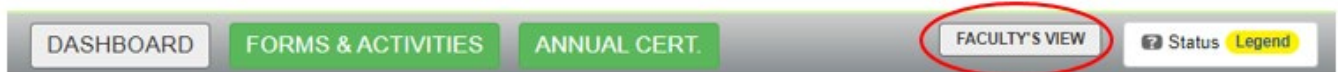


4. Sign in using your campus Username and Passphrase.



The image shows the UC Davis Central Authentication Service (CAS) login page. At the top is the UC Davis logo in gold, followed by 'UNIVERSITY OF CALIFORNIA' in blue. Below that is 'Central Authentication Service (CAS)' in blue. There are two input fields: 'Username:' and 'Passphrase:'. Below the 'Passphrase:' field is a blue 'LOGIN' button.

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