

## UC Outside Activity Tracking System (UC OATS)

Department Chairs and Associate Deans → *Reporting Outside Professional Activities (OPA)*

2024-2025 Reporting Period → *July 1, 2024 – June 30, 2025*

### **Associate Deans/Executive Associate Deans (part-time faculty administrators who serve in the “Dean Approver” role):**

\*Before submitting your annual certification report, please send an email directly to Christine Wolle and Katrina Wong ([cewolle@ucdavis.edu](mailto:cewolle@ucdavis.edu) and [kliwong@ucdavis.edu](mailto:kliwong@ucdavis.edu)) advising that you’re ready to submit your report. Christine or Katrina will coordinate the next steps with you. Your approval role must be removed before you submit your report so that your report will route correctly through your department(s).

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

1. For access purposes, open the “[Annual Certification Information](#)” web page in a separate, accessible window.

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

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



4. Sign in using your campus Username and Passphrase.

The UC Davis login form features the university's logo at the top, followed by the text "UNIVERSITY OF CALIFORNIA Central Authentication Service (CAS)". Below this, there are input fields for "Username:" and "Passphrase:". A "LOGIN" button is positioned at the bottom of the form.

5. Click the “Faculty 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 the section that applies to your faculty appointment.

8. If you realize changes are necessary after submitting your annual certification report, check out information here for details about how to recall your report:

Subject to APM 025 (General Campus): [https://info.ucoats.org/pages/recall\\_annual\\_certification\\_report\\_025](https://info.ucoats.org/pages/recall_annual_certification_report_025)

Subject to APM 671 (Schools of Health): [https://info.ucoats.org/pages/recall\\_annual\\_certification\\_report\\_671](https://info.ucoats.org/pages/recall_annual_certification_report_671)

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