

UC Outside Activity Tracking System (UC OATS)

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

2023-2024 Reporting Period → *July 1, 2023 – June 30, 2024*

Department Chairs: Please follow the instructions provided below.

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 Kim Poole (kcpoole@ucdavis.edu) advising that you’re ready to submit your report. Kim will coordinate next steps with you.*

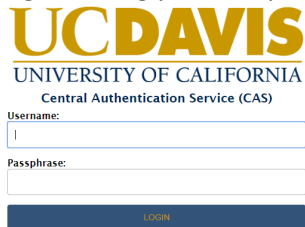
1. For access purposes, open the “[Annual Certification Information](#)” web page to be accessible.

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

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



4. Sign in using your campus Username and Passphrase.



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