

# UC OATS-Outside Activities Tracking System

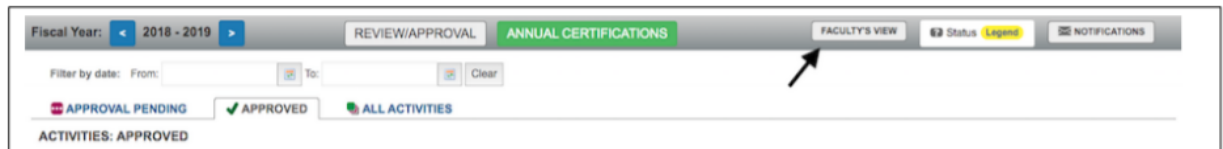
## Department Chairs

### UC Oats Tracking Process

1. Visit: <https://ucmerced.ucoats.org/>
2. Login to OATS



3. Sign in with two-factor authentication
  - a. UCM NetID & Password
4. Click on FACULTY'S VIEW

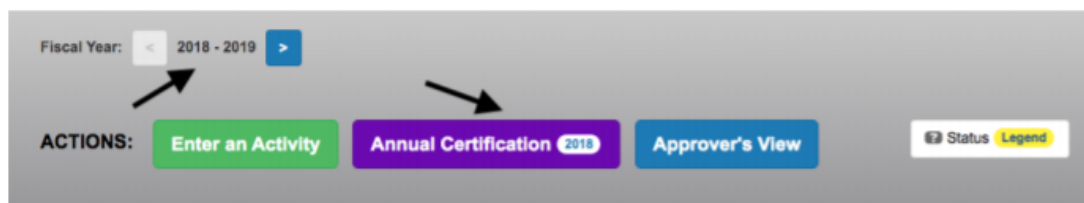


5. If you have no Category II or approved Category I activities to report, click on Annual Certification.



If needed, instructions for completing [Annual Certification - with No Activities](#) are available at the UC OATS Training website.

6. If you have Category II or approved Category I activities to report:
  - a. Check to make sure you are in the correct fiscal year before proceeding. Example: You need to report activities for your 2018-19 Annual Report -> click to fiscal year 2018-19 to complete your reporting.



- b. On APO's [OATS Resources and Training](#) webpage, refer to the appropriate instructions (i.e., Faculty with Category II Activities or Faculty with Category I Activities) to complete and certify your annual report.