

# How to Complete Annual Certification in UC OATS

## Overview

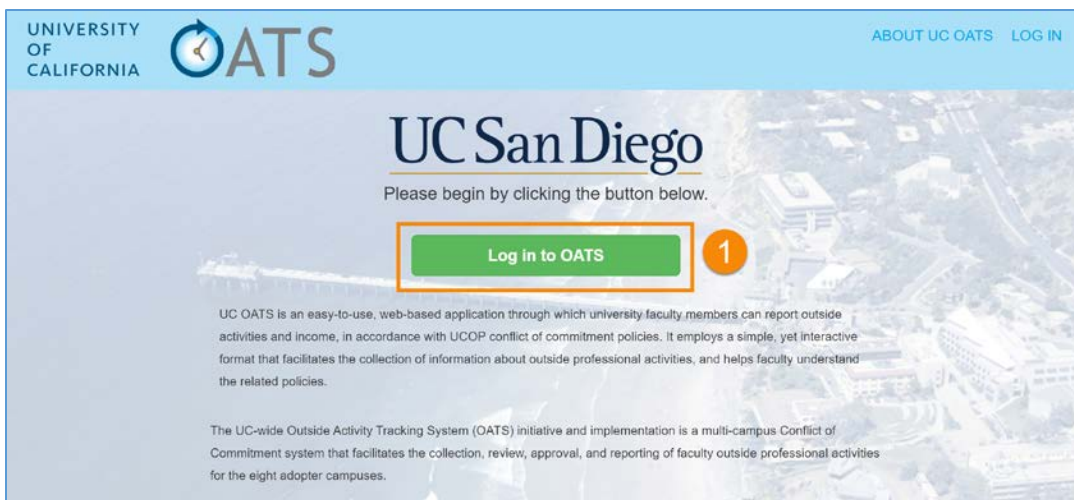
As a faculty member you are required to file certification of adherence to the policy each fiscal year, even if you did not engage in any outside professional activities during the year.

## Process

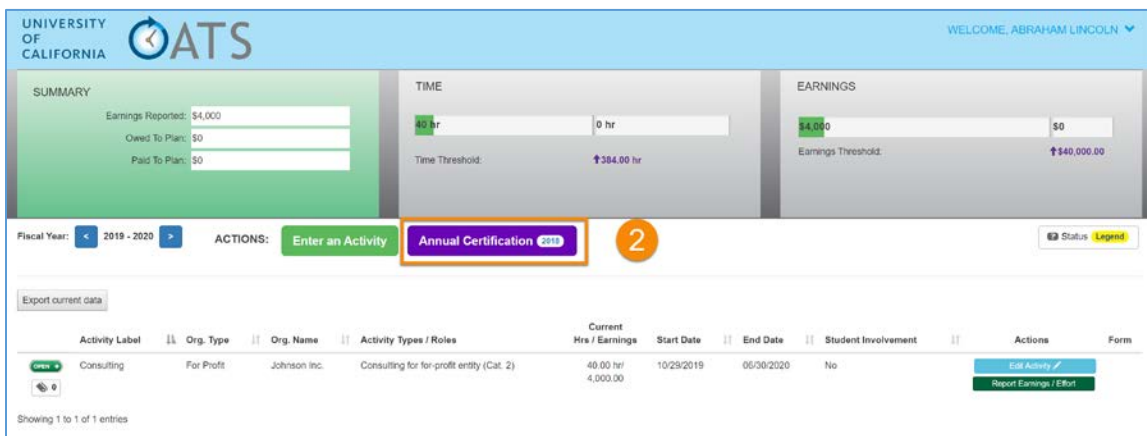
When it is time to complete annual certification you will receive an email notification and the annual certification button will be made available in your UC OATS workspace.

To complete annual certification,

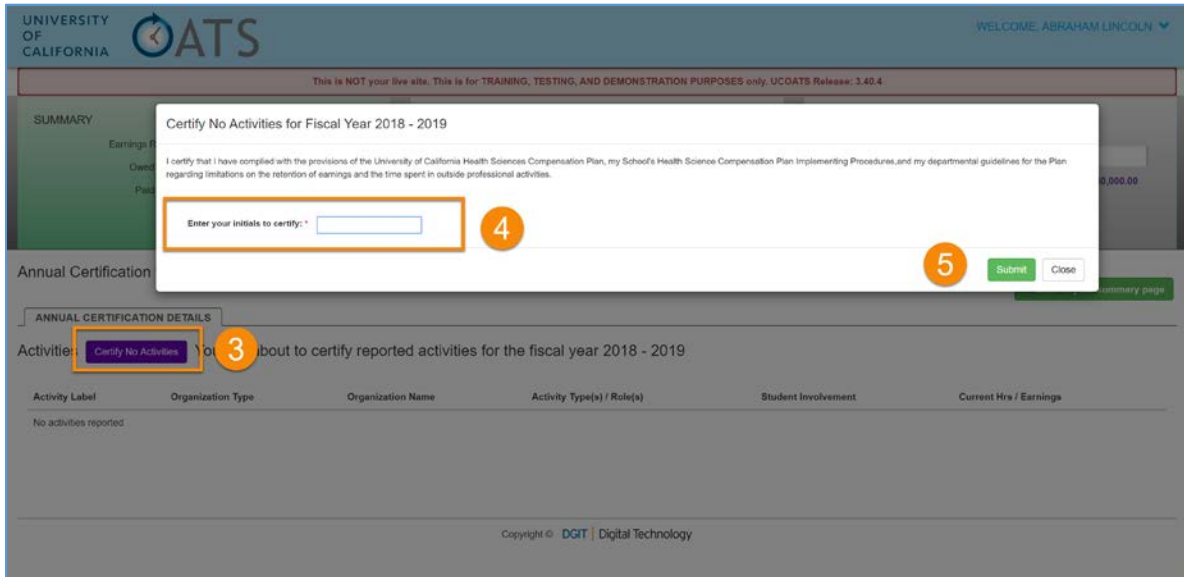
1. Visit <https://ucsd.ucoats.org/> and log into UC OATS using your campus credentials. If you experience issues logging in, please contact [HS-UCOATS@ucsd.edu](mailto:HS-UCOATS@ucsd.edu) for assistance.



2. Click the “Annual Certification” button. UC OATS will generate a report of activities from the previous fiscal year.



3. Confirm the list of activities is accurate or confirm you did not engage in any activities. Click the “Certify Activities” or “Certify No Activities” button.



4. Read the certification statement and then enter your initials in the space provided.
5. Click the “Submit” button to complete the annual certification process. Your annual certification report will then process through your campus approval workflow.