Compliance with APM 671: Faculty are responsible for submitting annual reports of all Category I and II activities and compensation earned from such activities (or the lack thereof) to the Department Chair. [APM 671-6-b-(6)]

1. **Log into OATS:** Log into OATS using MyAccess: OATS will be listed as an application you can select; clicking on the application name will open a new browser and take you directly into the OATS system.

2. **Use the arrow buttons** to navigate to the fiscal year for which you are completing your certification.

3. **Click the purple Annual Certification button.**

4. **Click on** Certify Activities **Pending**.

5. **Enter your initials** in the text box in the popup window to certify that you did not engage in any outside professional activities for the fiscal year.

6. **Click green Submit button** to submit the annual certification.

7. You have completed the Annual Certification Process!

Revised 07/01/19