

# Annual Certification - No Outside Activities (for faculty who did not engage in OPA)

**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)]

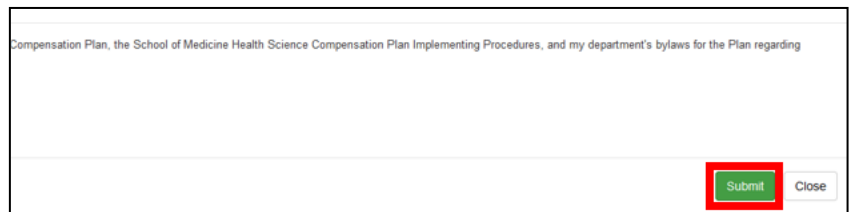
1. **Log into OATS:** Log into OATS using MyAccess: OATS will be listed as an application you can select; clicking on the application name will open a new browser and take you directly into the OATS system.
2. **Click the purple Annual Certification button.**



3. Click on **Certify No Activities**.
4. **Enter your initials** in the text box in the pop-up window to certify that you did not engage in any outside professional activities for the fiscal year.



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



6. **You have completed the Annual Certification Process!**