

Annual Report of Outside Activities Tutorial

Approved Browsers

- **Approved Browsers:**
 - Windows:
 - [Microsoft Internet Explorer 4.0 or later](#)
 - [Mozilla Firefox 1.0 or later](#)
 - [Netscape Navigator 4.79 or later](#)
 - [Mozilla 1.5 or later](#)
 - [Opera 7.10 or later](#)
 - Macintosh OS X:
 - [Apple Safari 1.1 or later](#) (available with MacOS 10.3.x)
 - [Netscape 4.79 or later](#)
 - [Mozilla 1.5 or later](#)
 - **Microsoft Internet Explorer for Mac WILL NOT WORK**
- **Tested Browsers** (we have not had problems with these browsers, but they are not officially supported):
 - Macintosh OS X:
 - [Mozilla Firefox 1.0](#)
 - **Microsoft Internet Explorer for Mac WILL NOT WORK**
 - Macintosh OS 9/Classic
 - [Mozilla 1.2.1 for MacOS](#)
 - Other Operating Systems:
 - [Mozilla 1.5 or later](#)
 - [Mozilla Firefox 1.0 or later](#)

Logging In / Registration

1. Open an Internet browser window (Internet Explorer, Netscape Navigator, Apple Safari, Mozilla Firefox, etc).
2. Navigate to the following web address:
<http://depts.washington.edu/oristech/1461a.html>.
3. If you are not logged in with your UW Net ID, you will be required to do so.
4. If you are not registered with the system, you will be directed to the *New User Registration* page. Otherwise, skip to the Step 7 below.
5. Fill in all the required information.
6. Click *Register* on the bottom right side of the page. You will be directed to the Compliance Systems home page.
7. Proceed to the Using the System for the First Time (Reporting a New Activity) (see below).

Using the System for the First Time (Reporting a New Activity)

1. Click *Outside Activities (1461)*.

Create a New Academic Year Report

2. Click *Begin Yearly Report*.
3. Select the appropriate academic year. Activity reporting, whether compensated or uncompensated, follows the university academic year (July 1 - June 30).
4. Click *Finish* on the right side of the screen. This will create a new academic year, under which new activities can be reported.
5. If you **DO** have activities to report for the selected academic year:
 - a. Continue to Step 6 below.

If you **DO NOT** have any activities to report for the selected academic year:

- b. Click *SUBMIT REPORT* from the left side of the page.
- c. If you wish to add another academic year, see the instructions for Creating a New Academic Year below.

Create a New Activity

6. Click the *ADD NEW ACTIVITY* button on the left side of the screen.
7. Fill in all the required information.
8. Select *Continue* from the right side of the screen.
9. Fill in all the required information.
10. Select *Finish* from the right side of the screen. **Note: the next step must be completed to submit the activity.** If you do not complete the activity now, you can always edit and/or submit it later.
11. You can now review a summary of your activity. If the information is correct, click *COMPLETE* from the left side of the screen.
12. Repeat Steps 6-11 above for each activity you wish to report in an academic year.
13. When you are finished adding activities, you must submit your completed academic year report (see below).

Creating a New Academic Year Report

1. Navigate to the *Outside Activities* page by clicking *Outside Activities* in the upper left side of the screen.
2. Click *Begin Yearly Report* on the left side of the screen.
3. Select the appropriate academic year. Activity reporting, whether compensated or uncompensated, follows the university academic year (July 1 - June 30).
4. Click *Finish* on the right side of the screen. This will create a new academic year, under which new activities can be reported.

Creating a New Activity

1. Either select an existing academic year report (see below) or create a new academic year report (see above).
2. Click the *ADD NEW ACTIVITY* button on the left side of the screen.
3. Fill in all the required information.
4. Select *Continue* from the right side of the screen.
5. Fill in all the required information.
6. Select *Finish* from the right side of the screen. **Note: the next step must be completed to submit the activity.** If you do not complete the activity now, you can always edit and/or submit it later.
7. You can now review a summary of your activity. If the information is correct, click *COMPLETE* from the left side of the screen.
8. Repeat Steps 2-7 above for each activity you wish to report in an academic year.
9. When you are finished reporting all of your activities, you must submit your Completed Academic Year Report (see below).

Reporting "No Activities"

1. Either select an existing academic year report (see below) or create a new academic year report (see above).
2. Click *SUBMIT REPORT* from the left side of the page. This will submit a report with no activities.

Note: Once a report is submitted, it **CANNOT** be edited without contacting Academic Human Resources.

Copying an Activity from a previous Academic Year Report

1. Select the Academic Year Report where you want the copied activities to appear by:
 - a. Selecting an existing academic year report (see below), or
 - b. Creating a new academic year report (see above).
2. Click *COPY ACTIVITY* from the left side of the screen.
3. Select the activity you want to copy from the pull down menu.
4. Click *OK* on the right side of the screen.
5. The copied activity will appear in your activity list of the report. **Note: the copied activity is not yet reported. You must complete Steps 7-8.**
6. Click the name of the copied activity from the right side of the screen. You can now review a summary of your activity.
7. If the information is CORRECT:
 - a. Click *COMPLETE* from the left side of the screen.

If the information is NOT CORRECT:

- b. Click *EDIT THIS ACTIVITY* on the left side of the screen.
- c. Fill in or update the required information.
- d. Select *Continue* from the right side of the screen.

- e. Fill or update the required information.
- f. Select *Finish* from the right side of the screen. **Note: the next step must be completed to submit the activity.** If you do not complete the activity now, you can always edit and/or submit it later.
- g. You can now review a summary of your activity. If the information is correct, click *COMPLETE* from the left side of the screen.

Selecting an Existing Academic Year Report

1. Navigate to the *Outside Activities* page by clicking *Outside Activities* in the upper left side of the screen.
2. Click the appropriate academic year from the list on the right side of the screen.
3. You can now:
 - o create new activities (see above)
 - o copy activities from a previous report (see above)
 - o edit existing activities (see below).

Editing an Existing Activity

1. Select an existing academic year (see above).
2. Click on the name of an existing activity from the list on the right side of the screen.
3. Click *EDIT THIS ACTIVITY* on the left side of the screen.
4. Fill in or update the required information.
5. Select *Continue* from the right side of the screen.
6. Fill or update the required information.
7. Select *Finish* from the right side of the screen. **Note: the next step must be completed to submit the activity.** If you do not complete the activity now, you can always edit and/or submit it later.
8. You can now review a summary of your activity. If the information is correct, click *COMPLETE* from the left side of the screen.

Submitting a Completed Activity

1. Select an existing academic year (see above).
2. Select an existing activity from the list on the right side of the screen.
3. You can now review a summary of your activity. If the information is correct, click *COMPLETE* from the left side of the screen.

Submitting a Completed Academic Year Report

1. Select an existing academic year (see above).
2. Click *SUBMIT REPORT* from the left side of the page.

Note: Once a report is submitted, it **CANNOT** be edited without contacting Academic Human Resources.

3. Click *OK* from the right side of the page.

Printing an Activity

1. Select an existing academic year (see above).
2. Select an existing activity from the list on the right side of the screen.
3. Click *Click here for a Printer-Friendly view of this Activity*
4. Print the page.
5. Click *OK* to return to the activity overview page.
6. Click *GO BACK* from the left side of the screen to view other activities in the current academic year report. Repeat Steps 2-4 to print other activities in the current report.

Checking the Status of Submissions (Academic Year Reports & Activities)

1. Navigate to the *Outside Activities* page by clicking *Outside Activities* in the upper left side of the screen.

Academic Year Report Status

2. You will see a list of academic years for which you have created reports.
 - a. If an academic year has been completed successfully, *Completed* will appear in the *Status* column.
 - b. If an academic year has **not** been submitted to Academic Human Resources, *Ongoing Preparation* will appear in the *Status* column. The academic year report must still be submitted (see above).

Activity Status

3. Click the appropriate academic year from the list on the right side of the screen.
4. You will see a list of activities contained within the academic year selected above.
 - a. If an activity has been completed successfully, *Reported* will appear in the *Status* column.
 - b. If an activity has **not** been reported, *Preparation* or *Copied* will appear in the *Status* column. The activity can be edited and must be submitted (see above).