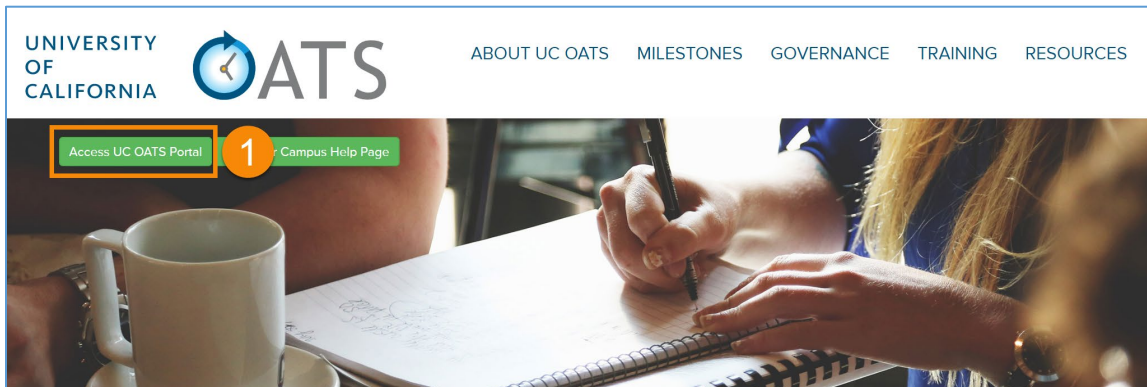# How to Delete an Activity from your Workspace

Overview

Once an activity has been added into your workspace, only a few details may be modified (activity label, organization name, and organization type). To change additional information such as activity type, you will need to delete the activity from your workspace and resubmit it.
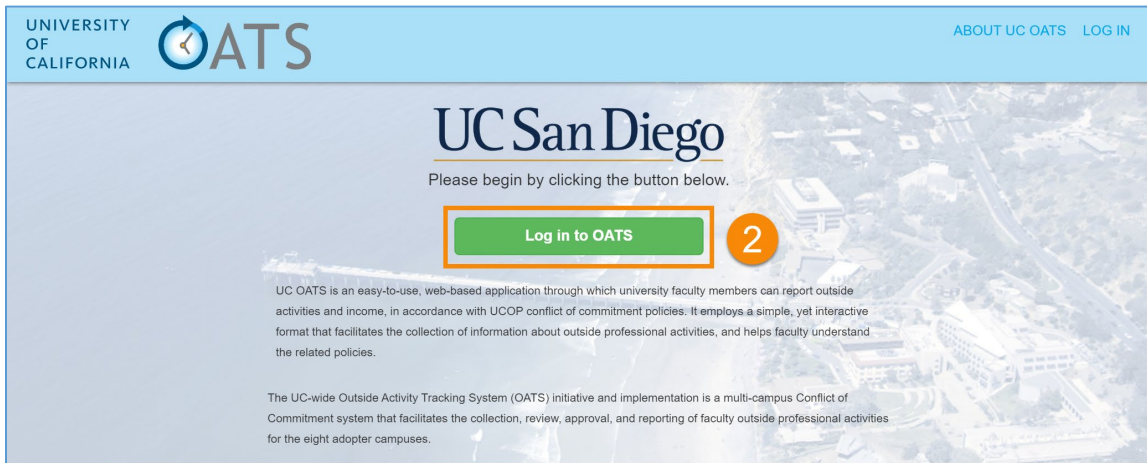
Process

To delete an activity,

1. Visit https://info.ucoats.org/pages/training and select your campus from the "Access UC OATS Portal" menu.

2. Log into UC OATS using your campus credentials. If you experience issues logging in, please contact your campus support for assistance.

3. Once logged in you will be in the current fiscal year workspace. Locate the activity you want to delete and click the "Delete" button. The delete button will not be available if you have reported effort on the activity.

To delete an activity with reported effort, do the following:

4. Click the "open" button to view the reported effort.

5. Delete all of the activity effort.

6. Once the effort has been removed, the activity "Delete" button will become available. Click the "Delete" button to remove the activity from your workspace.