1. Go to https://www.westga.edu/

2. Select the “LOCK” button on the right of your screen:

3. Select “myUWG” option”
4. Log into your UWG account with your UWG credentials, then click “LOGIN”:

![myUWG Login](image1)

5. Select the “External Resources” tab:

![External Resources](image2)
6. Click on the “TK20” resource:

7. Select “Continue to TK20” button:
8. You should now be in Tk20. Select “Faculty Qualifications” tab on the left menu bar.

9. You will see seven tabs across the top of your screen
10. Each tab will contain several categories. To add an entry in each category, select the green plus sign.

11. The selected form will appear.
12. Fields that contain an asterisk (*) are required fields. You will need to enter these fields before you can save your work.

13. Once you have completed entering your information, select the “Save” button either at the top or bottom of the form.
14. If a form contains a date range (from/to), then you will need to enter the “to” date/year. **Leaving the “to” date/year black will indicate that the activity is present or on-going.**

15. Each form will contain instructions at the top of the page. You may also select the “Rich Text Formatting” for additional formatting options in each text area.
16. To export any form, select the “View all [name of category]” option.

17. Select “Export”.

18. To edit a form, select the pencil icon. **Do not select the red minus sign, as this will delete the entry.**