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HOW TO ACCESS YOUR TK20 ACCOUNT
INSTRUCTIONS

I. Go to https://www.westga.edu/
II. Select the “LOCK” button on the right of your screen
III. Select “myUWG” option
IV. Log into your UWG account with your UWG credentials, then click “LOGIN”
V. Select the “External Resources” tab
VI. Click on the “TK20” resource
VII. Select “Continue to TK20” button
HOW TO ACCESS YOUR FACULTY QUALIFICATIONS TAB
INSTRUCTIONS

I. Select “Faculty Qualifications” tab on the left menu bar.

II. You will see seven tabs across the top of your screen.

III. Each tab will contain categories.
   I. Annual Goals Tab contains three categories (Annual Goals, Curriculum Vita, and Annual Evaluation Letter).
HOW TO ADD A NEW ENTRY
INSTRUCTIONS

I. Select the green plus sign next to the category for which you are needing to add a new entry.

II. A new form will appear for you to complete.

III. Fields that contain an asterisk (*) are required fields. You will need to enter these fields before you can save your work.
INSTRUCTIONS

I. Each form will contain instructions at the top of the page.

II. You may also select the “Rich Text Formatting” option for additional formatting in each text area.

III. If a form contains a date range (from/to), then you will need to enter the “to” date/year.
   I. Leaving the “to” date/year black will indicate that the activity is present or on-going.

IV. Once you have completed entering your information, select the “Save” button either at the top or bottom of the form.
HOW TO EDIT AN EXISTING ENTRY
INSTRUCTIONS

I. To edit a form, select the “View all [name of category] Option”, next select the pencil icon. Do not select the red minus sign, as this will delete the entry.

II. Once you have completed updating your information, select the “Save” button either at the top or bottom of the form.
HOW TO EXPORT YOUR ENTRIES
INSTRUCTIONS

I. To export any form, select the “View all [name of category]” option.

II. Select, “Export” next to the form that you would like to export.
TROUBLESHOOTING TIPS
1. First check that you have completed all required fields (these fields are marked with an asterisk *).
2. Make sure NOT to use the back and forward buttons on your browser – only use the “close”, “back” buttons within Tk20.
3. Make sure that you are using the latest browser version of Google Chrome or Mozilla Firefox and ensure that you do not have Tk20 open in more than one tab, window, or browser.
4. If you cannot find a year/term in the selection fields, please email tk20@westga.edu or kfontane@westga.edu for assistance.
CONTACT INFORMATION

Tk20@westga.edu
kfontane@westga.edu

Subject Line: Faculty Qualifications