HOW TO SUBMIT A MEMORANDUM OF UNDERSTANDING AND COMPLIANCE OF SELF-REPORTING PORTFOLIO (MOU)
Step 1:

• To access your MOU, click on the “Portfolios” tab from the left menu bar.
• Next, click into the “Memorandum of Understanding and Compliance of Self-Reporting Portfolio Current Term and Year” blue hyperlink.
Step 2:

• Within the portfolio, you will see a series of tabs organized by tasks. Per your instructions — click on the 2nd tab to access the “Memorandum of Understanding & Compliance of Self-Reporting Form”.
Step 3:

- If you received an edTPA MOU, then you must also complete the “edTPA Memorandum of Understanding” tab (image below).
Step 4:

- Next, click the “Select” button under the attachment(s). Please allow a few minutes for the form to load.
Step 5:

- Complete the form by making your selections (selecting the radio buttons), then click the “Add” button:
Step 6:

- Next, click on the "Save" button, and then the green "Submit" button to complete your MOU:

For any additional questions, please contact your Tk20 Unit Administrator: tk20@westga.edu