Creating Folders for Organization in Resources/Evidence Room

Creating folders in the Evidence Room will allow you to organize your evidence as you complete the APR template. This is strongly recommended.

1. Login to https://gvltc.tk20.com using your GTC network username and password. This is the same as your computer login (e.g., armstlha) and password. Your Tk20 username and password will always be the same as your GTC network username and password.

2. Using the drop-down menu located on the top right of your screen, select ‘Accreditation Manager” as your role.

3. Click on Accreditation Management tab. Then select your program’s APR template. If you are responsible for multiple programs, you may use the drop down menu.

Please do not use the browser back button while working on an accreditation report as it may cause data inconsistencies.
4. Click on the “Resources/Evidence Room” tab.

5. You will notice a category listed. Hover your cursor on the right side of the gray “evidence” box and you will be able to access a drop down menu. Select “Add Folder.” A folder will appear titled “Untitled Folder.” You may change the name of this folder to organize your evidence. If you hit enter and decide to change the name of the folder, you may click on the pencil and you will be able to rename.