1. Login to https://gvltc.tk20.com using your GTC network username and password. Mozilla Firefox or Google Chrome are the recommended browsers for Tk20. Your Tk20 username and password will always be the same as your GTC network username and password.

2. Be sure your role is “Planner.”
3. Locate your assessment plan in “Planning” and make sure you are in the correct assessment period.

4. Under “Assessment Planning,” go to “Plan Data Entry.”
5. Select the outcome in which artifacts provide evidence and upload the artifact as “Supporting Documentation.”