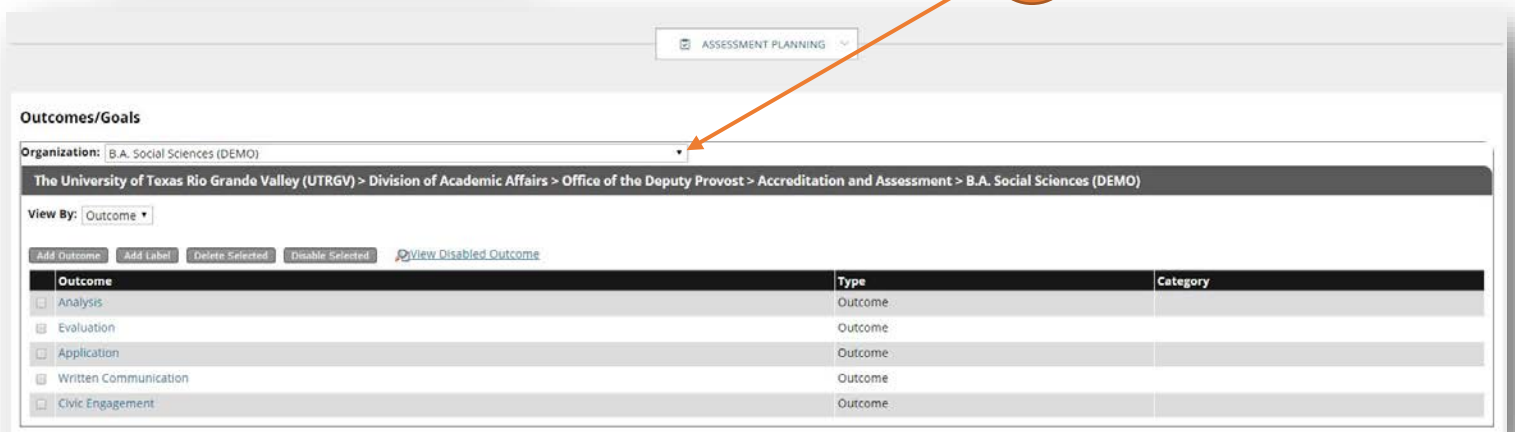
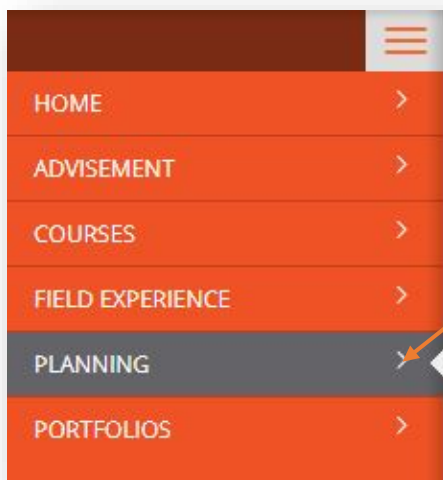
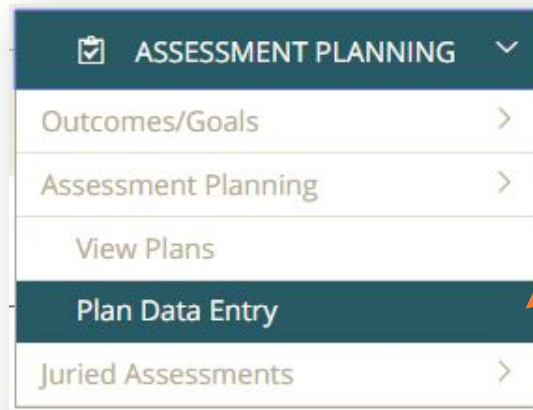


**How to Enter Outcome Plans:**

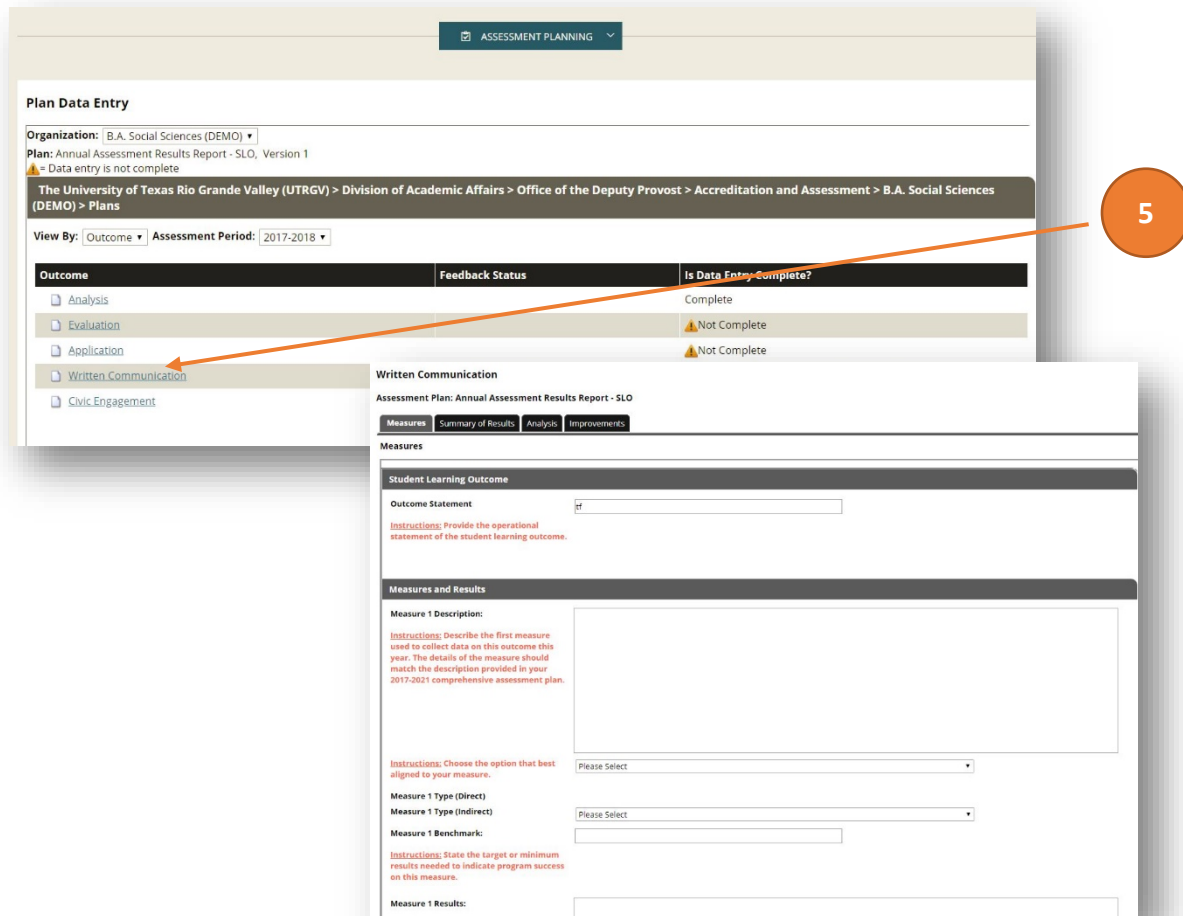
1. Using the latest version of *Chrome* browser, log into Tk20 system using UTRGV credentials: <http://utrgv.tk20.com>
2. Click on **PLANNING** in menu.
3. If you are associated with multiple programs, select the program from the dropdown menu you want to enter data.



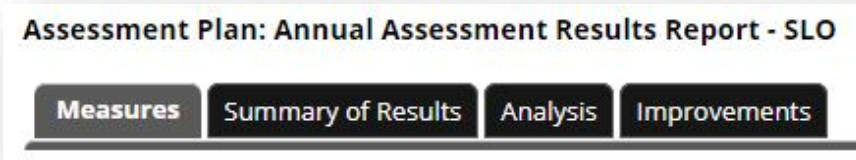
4. Click **Plan Data Entry** under **Assessment Planning** located in the horizontal menu at the top of the screen.



5. **Select** the outcome for which you want to enter the assessment plan data annual results. This will open the Assessment Plan view with tabs.



6. Input assessment plan information on each of its fields, and click **Save**.
7. To navigate among other tabs, **click** on tab name to open.



8. To enter results for another **Outcome**, repeat step 5-7.

**NOTE: Tk20 has an automatic time-out feature integrated into the system that causes an account to log off after three hours.** For this reason, it is highly recommended that you frequently click Save as you are working on your forms in Tk20, especially if it is a particularly long form or you are planning on working on a form intermittently over an extended period of time. Neglecting to click Save (as outlined in the steps above) will result in lost work.