How to enter your administrative unit’s Action Items

Log in to Tk20:

1. Navigate to gmu.tk20.com
2. You will see a George Mason University Shibboleth Login screen
3. Enter your NetID and password (same as what you use to access your email, PatriotWeb, MyMason)

View the unit’s Action Items:

1. Click on Planning tab at the top of the screen
2. Click on Action Planning on the side bar navigation
3. Select the organization (administrative unit) you wish to view

To add an Action Item:

1. Click on Edit/Create under the Action Planning heading on the side bar navigation
2. Click on the Add New button
3. Fill in the fields of the form (fields with an asterisk are required)

4. Scroll down and choose the unit goal that this action item aligns to.

5. Click Save and Close at the bottom of the screen.
Repeat Steps 1-5 until you have entered all action items that relate to the unit’s goals.