How to enter your administrative unit’s Unit Goals

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 Strategic Directions/Goals:

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

4. Click on Open All (strategic directions are displayed in blue; unit goals are displayed in green)
To add a Unit Goal:

1. Click on Edit/Create under the Strategic Directions/Goals heading on the side bar navigation

2. Click Open All
3. Click on the green plus sign to add a unit goal that is linked to that strategic direction
4. Enter the goal in the text box
5. Press the ENTER/RETURN button on your keyboard once you have typed in your text
6. Click Save at the bottom of the screen
Repeat Steps 1-7 until you have entered all unit goals that relate to the strategic plan.