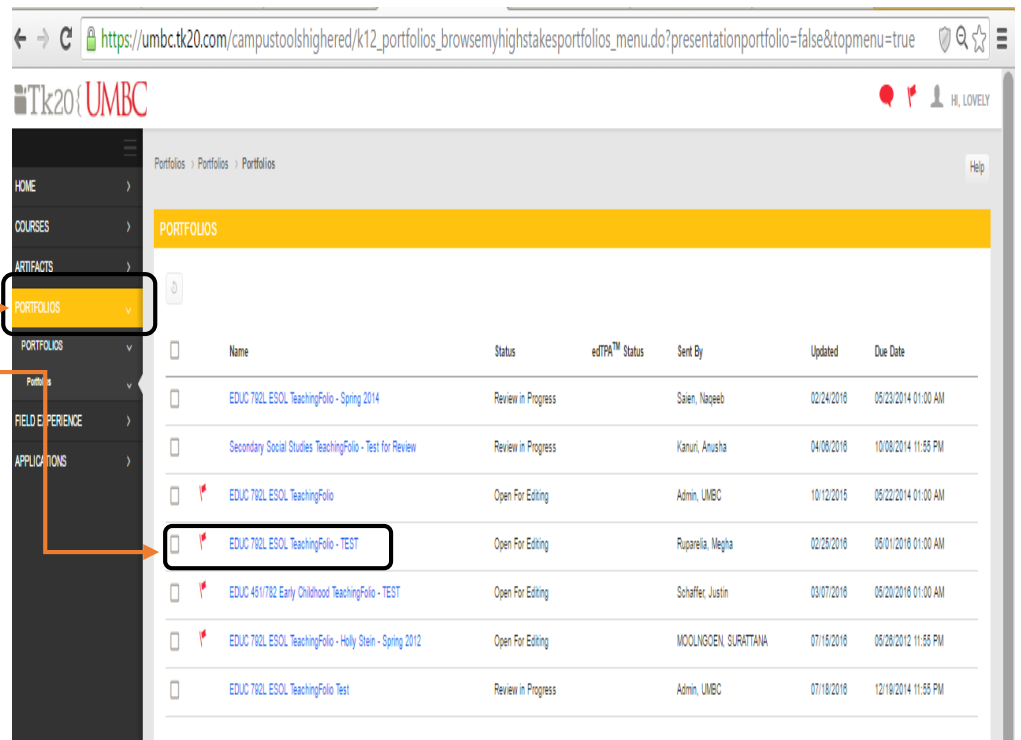
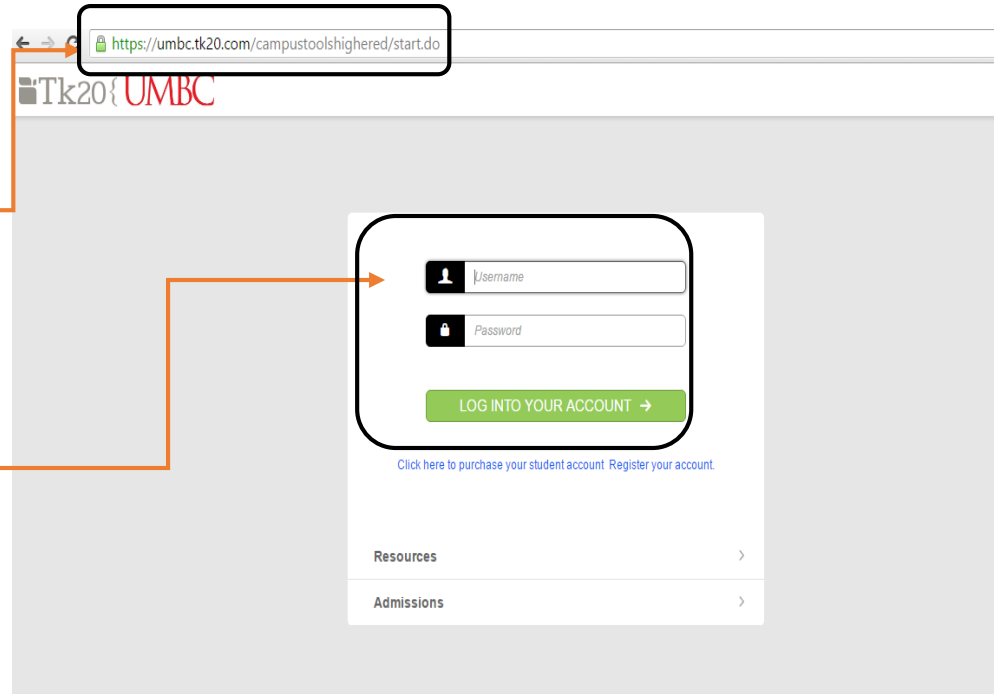


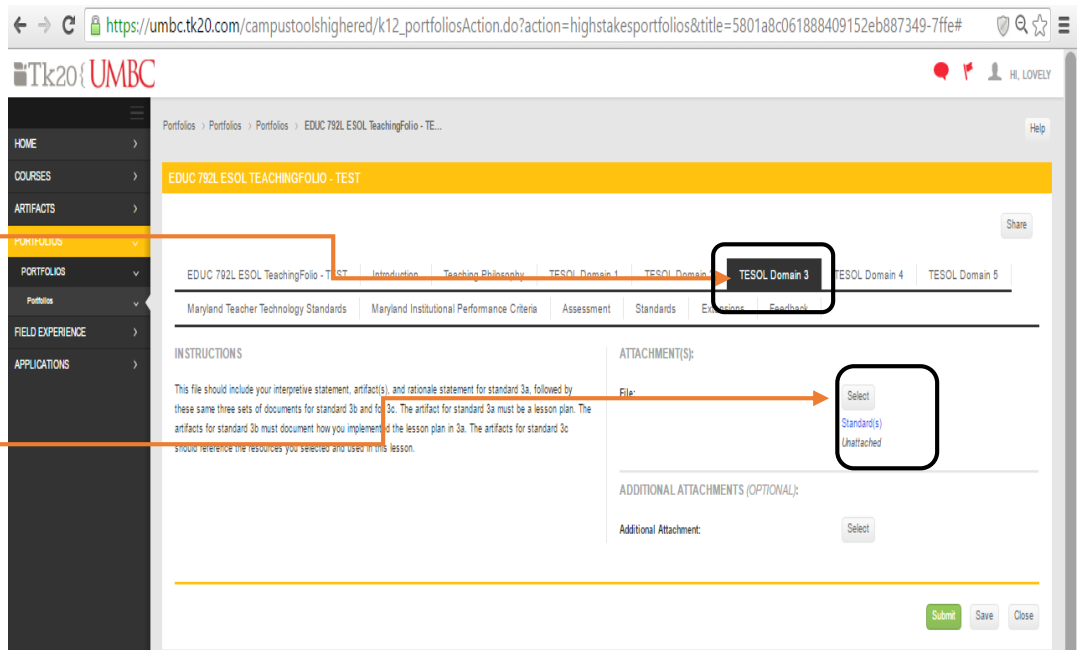
Education Accountability System (EAS) via Tk20 Guide to Completing Portfolio

Step 1: Visit EAS site at ["http://umbc.tk20.com"](http://umbc.tk20.com)

Step 2: Enter your EAS via Tk20 username and password and click "Login"



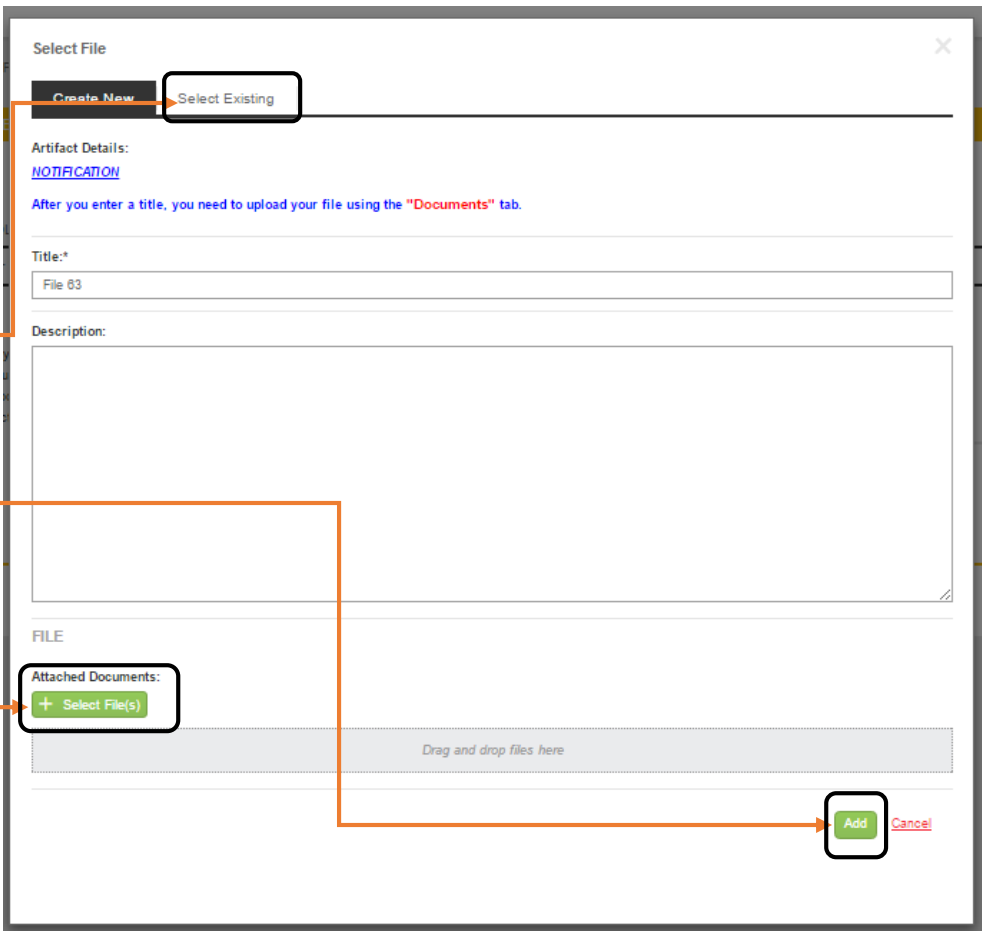
Step 3: Click on the "Portfolio" tab and click on the portfolio name.

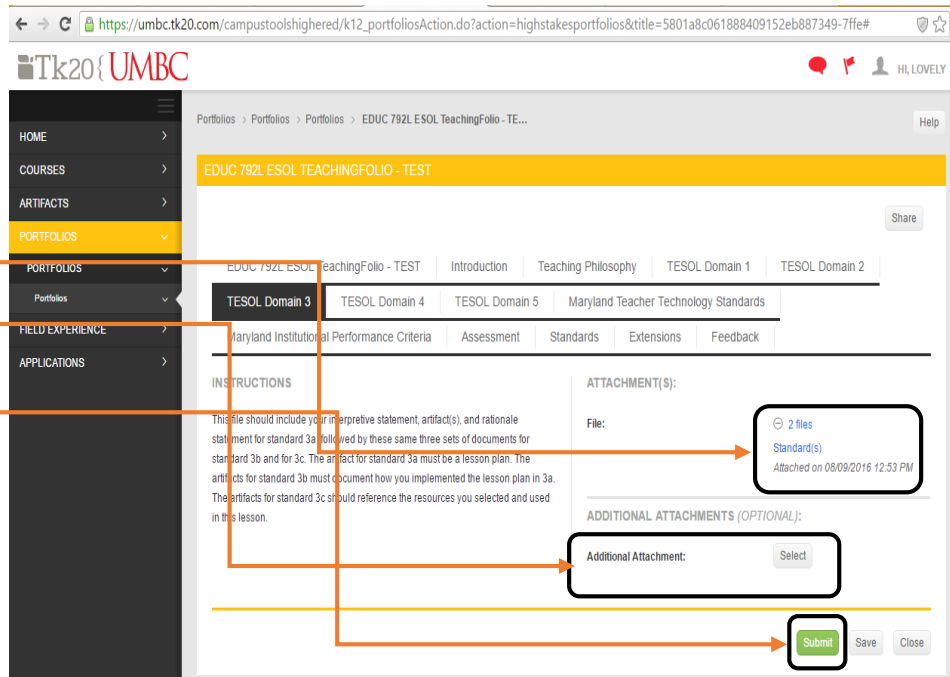


Step 4: Click on the appropriate tab/section.

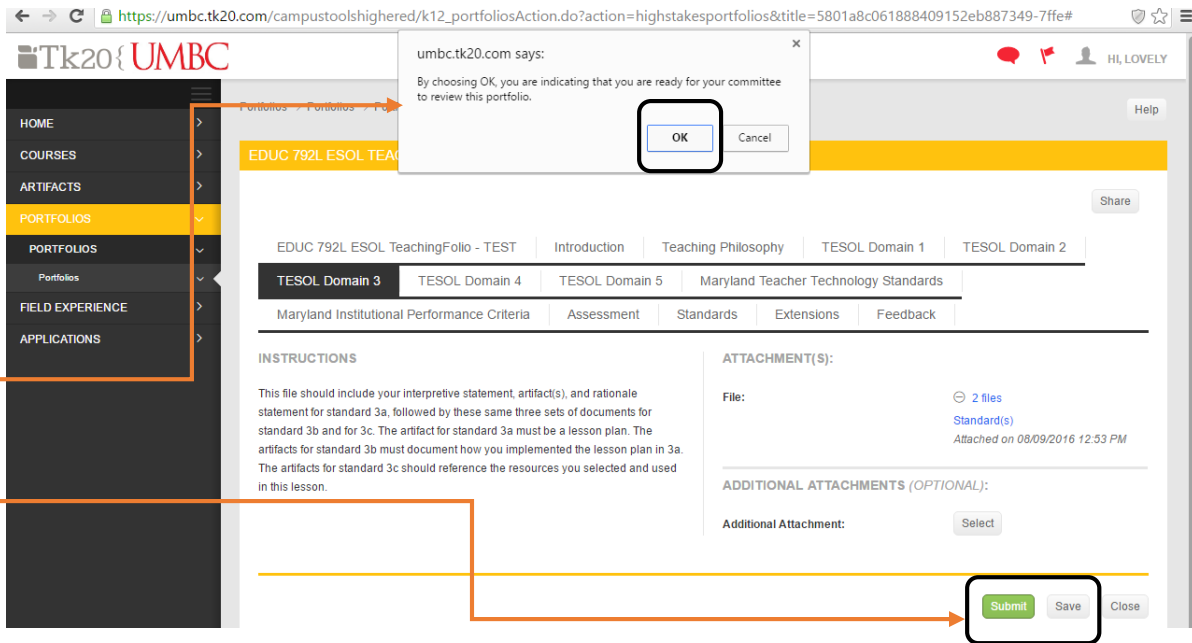
Step 5: Under the File Section, Click on “Select” to attach/create your artifact.

Step 6: A new window will appear and click on ‘Select File’ to attach the artifact and if the file already exists, go to ‘Select Existing File’ section and select the file and click ‘Add’.





Step 7: Make sure that the status is “Attached” and that under Name, you have the right artifact and additional attachments can be added in ‘Additional Attachments’ and Click on ‘Submit’.



Note: You can continue working on the other tabs/sections (Repeat the same steps 4-7)

Step 8: Click on “Save Draft” to save your portfolio. If you “Save Draft”, you can come back to work on the other sections later. You can remove a wrong artifact and upload a new one OR Click on “Submit” to submit the entire Portfolio. Once you hit “Submit”, you will not be able to make any subsequent changes. After clicking “Submit”, please click on “OK” to confirm Submission.

Important:

Please make sure that you complete all tabs/sections in your Portfolio before clicking on “Submit for Review” In case you accidentally submit your assignment, you can recall it back.

Please click the following link to download the “recall assignment” guide:

http://education.umbc.edu/files/2015/03/Recall_Assignment.pdf

For Tk20 support, please contact us at education@umbc.edu or 410-455-2380/410-455-8023

FYI: All artifacts you created are stored under the “Artifacts” tab