

### **How to access Portfolios in TK20**

- 1) Go to <https://una.tk20.com/campustoolshighered/start.do>
- 2) Log in using your UNA username and password.
- 3) Once logged in, click on “Portfolios” in the purple menu on the left.
- 4) Click on the name of the portfolio you wish to view.
- 5) If you should have a portfolio but do not see one, please e-mail the TK20 unit administrator at [tk20@una.edu](mailto:tk20@una.edu).