1. **Step 1 - Log in to TK20**
   a) In your web browser, type “leeward.tk20.com” in the URL search bar at the top of the screen.
   b) At the TK20 login page, type in your UH credentials. This is the same username and password used to access the Laulima site and the MyUH Portal site.

2. **Step 2 - Access Outcomes / Goals**
   a) On the main page, select the “Planning” module tab from the menu bar at the top of the screen.
   b) From the “Outcomes/Goals” list, click on the Edit/Create link.
   c) From the “Organization” list, select the work group you belong to from the dropdown menu (e.g. Admissions & Records, Financial Aid, 0002)
   d) From the “View By” list, select the outcome type from the dropdown menu (e.g. PLO, GLO, ILO, Support Area Outcomes, or Strategic Plan Goals)


**Support Area Outcomes Instruction Guide**

**Step 3 - Adding an Outcome**

a) Below the "View By" list, there are a few useful options that will allow you to create and modify outcome goals.

b) To add an outcome statement, click on the **Add Support Area Outcomes** button.

c) The **Add Support Area Outcomes** dialog window is displayed with the following data entry fields:
   - Support Area Outcomes
   - Description
   - Type
   - Results

d) Enter a **Title** and **Description** for the first two fields. Select an **SAO Type** from the drop-down menu and specify a **Result** option from the radio buttons.

e) Click the **Save** button to complete.

**Step 4 - Disabling an Outcome**

a) Below the "View By" list, there are a few useful options that will allow you to create and modify outcome goals.

b) To disable an outcome statement, place a check in the **checkbox** to the left of the SAO item entry you wish to disable and click on the **Disable Selected** button.

c) The following dialog window is displayed confirming your intent to disable the SAO. Click **OK** to disable or **Cancel** to keep the Student Area Outcome enabled.

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**Deleting an outcome from the list will delete all of the associated data in that Support Area Outcome. Please don’t delete outcomes. Rather, disable them. This way the data is saved but the outcome is no longer active.**