

WELCOME TO UMASS-TK20

<https://umass.tk20.com>



Uploading Your MTEL Scores

[Blog Version: September 2016]



Overview

After purchasing a Tk20 license and completing the L1 Form, licensure candidates are required to upload their MTEL Scores. This requires you to scan your MTEL scores, upload them on Tk20, and inform the Licensure Office that you have completed these steps.


Scanning your MTEL Scores


To complete the steps below you will need to scan a copy of your MTEL Communication and Literacy and/or MTEL Subject Matter Test Score Reports in PDF format. Scanners can be accessed at most UMass-OIT computer labs on campus. Scanners are also available during the Tk20 Team open office hours in Furcolo Hall.

You can upload as many score reports through this process as you like. You should not wait until all tests have been passed—please upload the reports as you take each subject. Do not prolong purchasing a Tk20 account and completing the L1 Form due to your MTEL Scores.

Access Your UMass-Tk20 Account

To access the UMass-Tk20 login page, go to: <https://umass.tk20.com>





LOG INTO YOUR ACCOUNT →

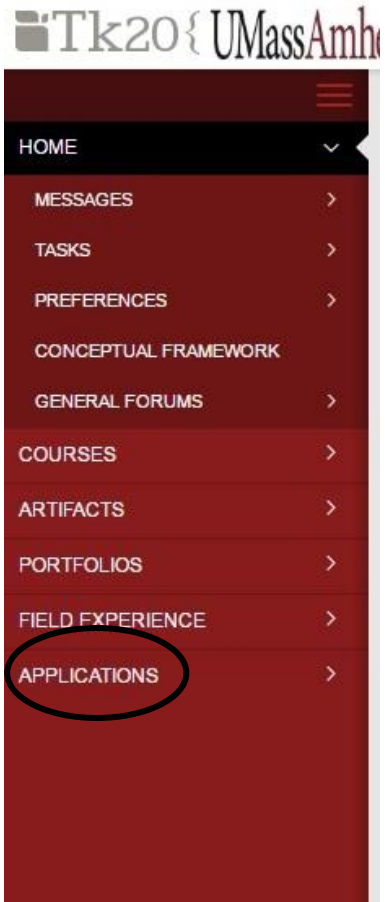
[Click here to purchase or register your student account](#) [Register your account.](#)

Resources >

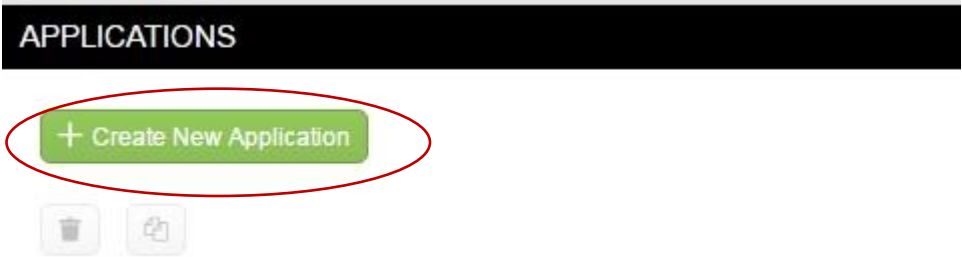
Type in your username and password and click **Login**.

Uploading your MTEL Scores

2. Click on the tab that says *Applications*.



3. Select *Create New Application*.



4. Click on the drop-down menu and select *A. ELO MTEL Score Report*. Once you click on this, Click Next and the application will appear.

A screenshot of a web form titled "CREATE NEW APPLICATION" in a black header bar. Below the header, the text "Choose the application type that you would like to create and submit:" is followed by a dropdown menu. The dropdown menu is open, showing a list of options. The first two options are "Please Select". The third option, "A. ELO MTEL Score Report *", is highlighted in blue. Below this option are three other options: "A. Form ADV Advanced Program (non-licensure) Enrollment *", "A. Form ADV Advanced Program (Science Online) Enrollment *", and "A. Form L1 Licensure Program Admission & Enrollment (v. 1147) *". To the left of the dropdown menu, there is a horizontal line with an arrow pointing to the "A. ELO MTEL Score Report *" option. Below the line, there are two buttons: "Prev" and "Next". The "Next" button is green and highlighted.

5. To upload your MTEL scores, click **Select File** for **File 1**. This will allow you to search for your scanned file. In the search screen, find the file on your computer or other storage device you use. Click **Open** and the file will upload. If you have more than one score report, repeat the process with **File 2**, and so on.

CREATE NEW APPLICATION

Choose the application type that you would like to create and submit: A. ELO MTEL Score Report *

A. ELO MTEL SCORE REPORT *

Scan and a copy of your score report(s) for the MASSACHUSETTS' TEST FOR EDUCATOR LICENSURE Communication and Literacy and/or Subject Matter SUBTEST(S).

Upload the first score report below by clicking on "browse" next to the words "File 1". This will allow you to search for your scanned file. In the search screen, find the file on your computer or other storage device you use. Click "open" and the file will upload.

Scan a copy of your score report(s) for the MASSACHUSETTS' TEST FOR EDUCATOR LICENSURE Communication and Literacy and/or Subject Matter SUBTEST(S).

Upload the first score report below by clicking on "Select" next to the words "File 1" or simply drag and drop the file into the grey box below. This will allow you to search for your scanned file. In the search screen, find the file on your computer or other storage device you use. Click "open" and the file will upload. If you have more than one score report, repeat the process with "File 2", and so on.

File 1

+ Select File

Drag and drop file here

6. At the top of the form, click **Save** to save your work or if you are not ready to submit. Only click **Submit** if you are ready to submit to the Licensure Office. By clicking **Submit** you will no longer be able to edit or upload new files to the MTEL report.

SubmitSaveClose

7. This brings you back to the Applications screen where you will see the application you just created. If you have submitted your form, note the Status of your form.

APPLICATIONS

+ Create New Application

<input type="checkbox"/>	Application Title ▲	Submissions Deadline ▼	Status ▼
<input type="checkbox"/> 	A. ELO MTEL Score Report *	08/01/2015 01:00 AM	Review Complete
<input type="checkbox"/> 	A. ELO MTEL Score Report *	08/01/2016 01:00 AM	Review in Progress

8. You may look at your form by clicking on the red link of your Application Title. This allows you to see the form you completed, as well as the review, extension, and feedback. Click **Close** to return to the Applications Screen.

A. ELO MTEL SCORE REPORT *

A. ELO MTEL Score Report *

Review

Extensions

Feedback

Scan and a copy of your score report(s) for the MASSACHUSETTS' TEST FOR EDUCATOR LICENSURE Communication and Literacy and/or Subject Matter SUBTEST(S).

Upload the first score report below by clicking on "browse" next to the words "File 1". This will allow you to search for your scanned file. In the search screen, find the file on your computer or other storage device you use. Click "open" and the file will upload.

Scan a copy of your score report(s) for the MASSACHUSETTS' TEST FOR EDUCATOR LICENSURE Communication and Literacy and/or Subject Matter SUBTEST(S).

Upload the first score report below by clicking on "Select" next to the words "File 1" or simply drag and drop the file into the grey box below. This will allow you to search for your scanned file. In the search screen, find the file on your computer or other storage device you use. Click "open" and the file will upload. If you have more than one score report, repeat the process with "File 2", and so on.

File 1	No file attached
File 2	No file attached
File 3	No file attached
File 4	No file attached

Recall

Close