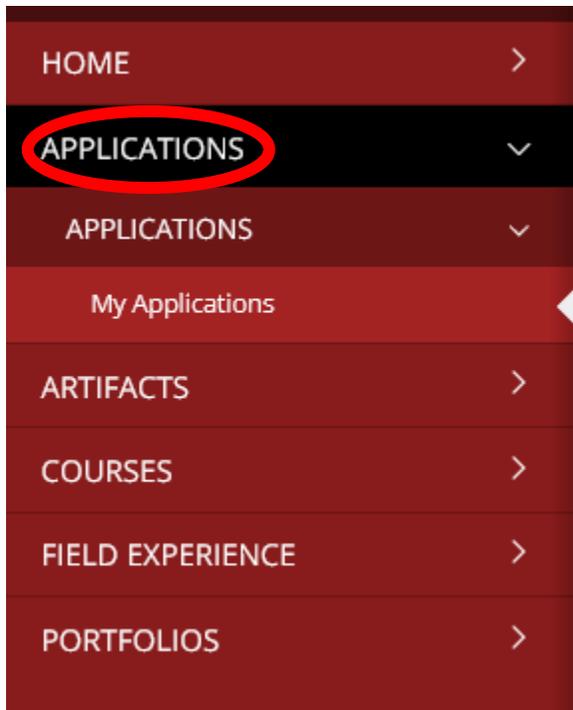


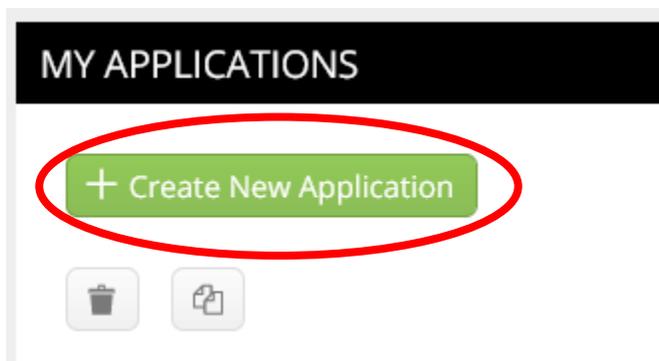
Uploading MTEL Scores

Some programs require you to upload your MTEL Scores to Tk20. This guide will show you where and how to do so.

Step 1: Click on the **Applications** tab. This will take you to a new screen



Step 2: Click the green Create New Application button



Step 3: Select the ELO MTEL Score Report from the dropdown menu. Then, click the green **Next** button

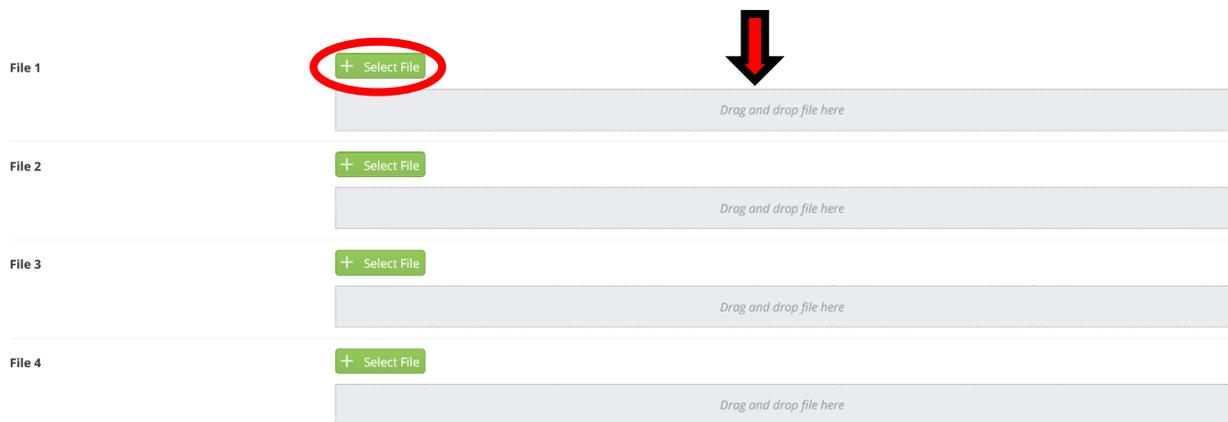


CREATE NEW APPLICATION

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

Prev Next Cancel

Step 4: Drag and drop your MTEL Score files into the gray boxes. Or click the green Select File buttons to add them to the Report manually. You can only add one file per box.



File 1 + Select File Drag and drop file here

File 2 + Select File Drag and drop file here

File 3 + Select File Drag and drop file here

File 4 + Select File Drag and drop file here

Step 5: Complete the Form. When finished, click the green **Submit** button in the bottom, right corner.



Submit Save Close

*Please Note: This form is locked after submission. You can save this document for later completion by clicking the Save and then Close buttons as well. However, there is a submission deadline for this form. If you fail to complete/submit the form before this deadline runs out, the system will auto-submit the form and you will be locked out from editing this form.