# How to Add an Artifact on Tk20

1. Login to your Tk20 account using your Oswego credentials.

2. Click on **Artifacts** in the menu.

3. Once you are in the Artifacts page, click **+ Create New Artifact**.
4. Select the type of artifact you want to create. The Please Select box will drop down various types of artifacts. When finished, press Select.

5. Add a title and description for your artifact. An option at the bottom will allow you to select the artifact by dragging and dropping from your desktop, or by uploading it from your computer. When this is finished, click Create.

6. Once you have clicked on Create, your artifact will now be under the Artifacts tab in the side navigation.

Note(s): You can cancel adding an artifact at any time by clicking Cancel. For further assistance, please email tk20@oswego.edu.