

STUDENT INSTRUCTIONS – TFE REPORT SYSTEM

For Student Access:

1. Go to www.ggtfe.org or click on the **TFE REPORT SYSTEM** link from the Gateway website.
2. Your TFE professor has provided you with your username.
3. Your password is 12345.
4. Click on Student in the Login box.
5. Enter the user name and password provided.
6. Click on Login.
7. The system should remember your user name and password the next time you login. Type the first letter or number and the choice entered should appear.
8. **DO NOT CHANGE** your user name or password.
9. This will take you to your Student Dashboard page.
10. You will be able to complete the items and upload docs in the Student column.
11. Refer to your syllabus to determine due dates on assignments.
12. You will be able to view all mentor reports after they are completed.
13. Train your mentors with the following instructions.

MENTOR INSTRUCTIONS – TFE REPORT SYSTEM

For Mentor Access:

1. Go to www.ggtfe.org or click on the **TFE REPORT SYSTEM** link from the Gateway website.
2. Click on your respective role: Field Mentor, Spiritual Formation Mentor, or Ministry Reflection Group.
3. Enter the student's user name. (provided by the student)
4. Enter the student's password. (provided by the student)
5. Click on Login.
6. You will immediately be asked to create your own personal login and password.
7. For username, we suggest simply your last name.
8. For password, we suggest simply 12345.
9. Write your username and password in a secure location.
10. Click on login.
11. The system should remember your username and password on your next login. Type the first letter or number and the choice entered should appear.
12. You will be taken to the Student Dashboard.
13. You will be able to read most elements on the student list and have access to completing all reports on your list.
14. You will not have access to the two other mentor lists.
15. You **MUST COMPLETE** the entire report by the end of the month. The student will lose points for reports that are incomplete and their grade will be affected. While they depend upon you, the student will be held accountable should reports not be completed.
16. Field Mentors meet with students weekly, thus they will be able to go to the monthly report each week after the weekly meeting with the student and enter that week's portion of the report and then each week click submit. Field Mentors will be able to go back in each successive week until the 4th meeting of the month is complete.
17. Spiritual Formation Mentors and the MRG Representative will only need to complete the report after each scheduled meeting.
18. All completed reports are due by the 1st day of the month following.