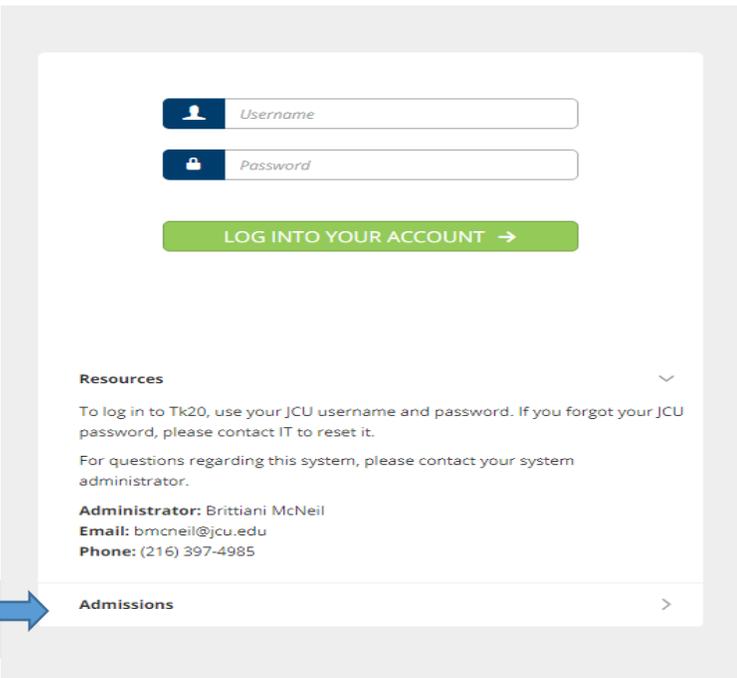


Dear Teacher Education Candidate,

You are about to apply to the Department of Education & School Psychology's Teacher Education Program. Please follow these instructions for applying to the program:

Use this link to access the login page: <https://jcu.tk20.com/> Use Google Chrome, Firefox or Safari

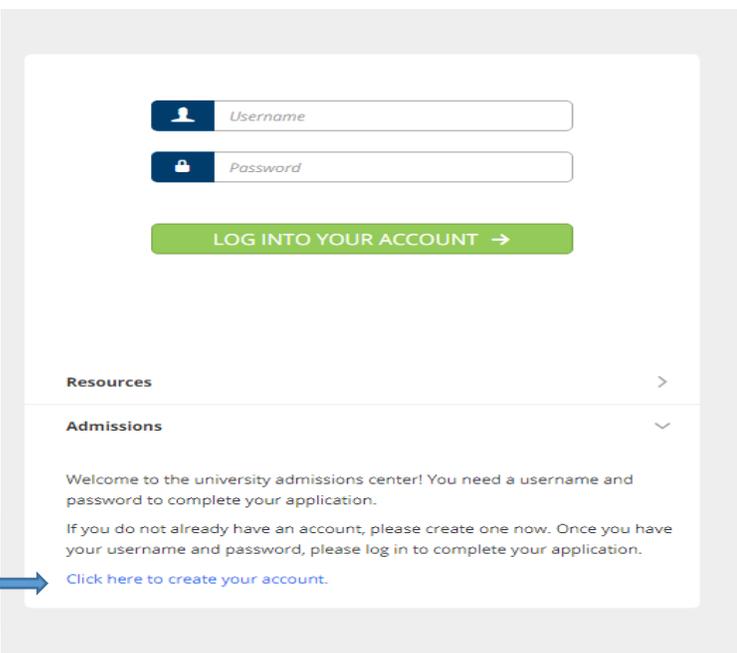
This is what you'll see.



The screenshot shows a login page with two input fields: "Username" and "Password". Below the fields is a green button labeled "LOG INTO YOUR ACCOUNT →". Underneath is a "Resources" section with a downward arrow, containing text about logging in to Tk20 and contact information for the administrator: Brittiani McNeil, Email: bmcneil@jcu.edu, and Phone: (216) 397-4985. At the bottom, there is an "Admissions" link with a rightward arrow. A blue arrow points from a text box on the left to this "Admissions" link.

Click here on Admissions

This is the next screen you'll see.



The screenshot shows the same login page as above, but the "Admissions" section is expanded. It contains a welcome message: "Welcome to the university admissions center! You need a username and password to complete your application. If you do not already have an account, please create one now. Once you have your username and password, please log in to complete your application." Below this is a blue link: "Click here to create your account." A blue arrow points from a text box on the left to this link.

Click on "Click here to create your account"

This will be the next screen you'll see. Complete all of the information to create your account.

Create Applicant Account

Enter information below to establish your account. The basic information marked with an asterisk is required. Additional information will be requested when you complete your application. Upon clicking "Create My Account", you will receive your username.

* Indicates required fields

PROFILE INFORMATION

First Name:*

Middle Name:

Last Name:*

Email Address:*

Confirm Email Address:*

PASSWORD INFORMATION

Password:*

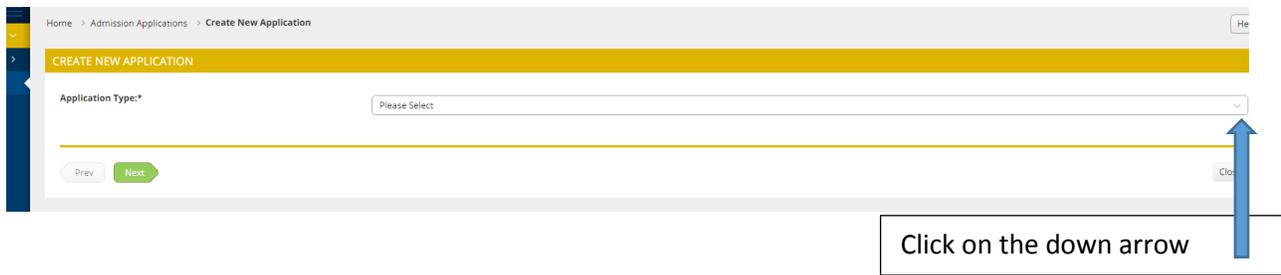
Re-Enter Password:*

Once you're logged in you'll see this screen.

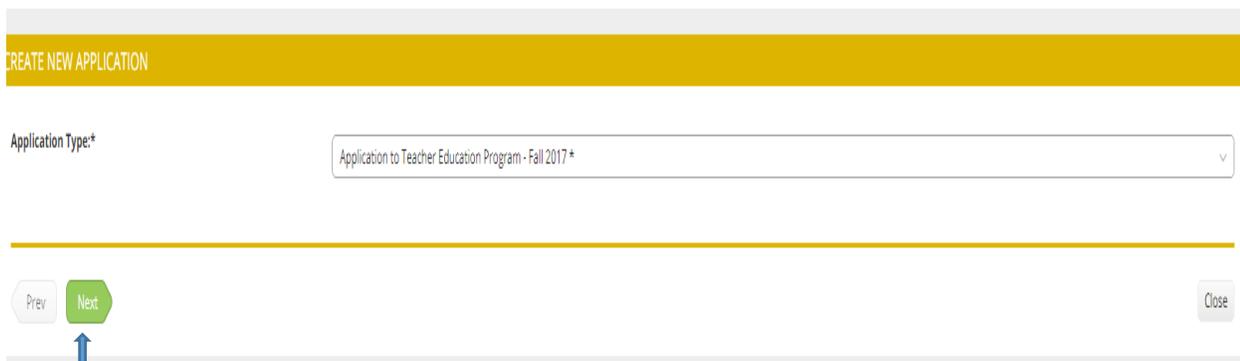
The screenshot shows the Tk20 John Carroll University Admission Applications dashboard. The top navigation bar includes the university logo and a user profile icon. A left sidebar contains navigation links for HOME, MESSAGES, and ADMISSION APPLICATIONS. The main content area is titled "ADMISSION APPLICATIONS" and features a green "+ Create New Application" button, a trash icon, and a refresh icon. Below these is a table with columns for Application Name, Application Type, Term, Submissions Deadline, Status, Final Result, and Date Created. The table currently displays "There is no data to display."

Click on the green button "+Create New Application"

Once you click on the “Create New Application” button you’ll see this screen

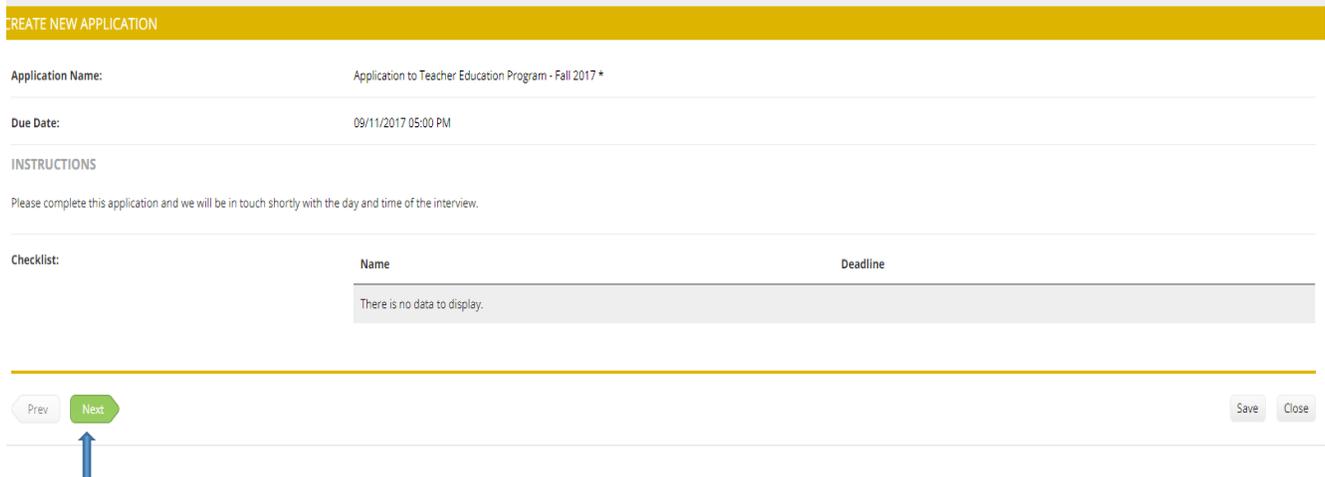


When you click on the down arrow you’ll see the “Application to Teacher Education Program – Spring 2018”



Click on the green “Next” button. The instructions will appear.

This is the instruction page.



Click on the green “Next” button and the application will open for your completion.

Complete the application. Remember to save along the way. You can always leave the application and return to it. Once you have everything complete hit the Submit button.

If you have any questions please feel free to be in touch with Brittiani McNeil at bmcneil@jcu.edu or Debbie Nixon at dnixon@jcu.edu or Rhonda Harrison at rharrison@jcu.edu.

We will be in touch soon with you interview day and time.