Dear Candidate,

The Department of Education & School Psychology is using a data management system, Tk20. You will be using this system throughout your clinical year. More information on this system will be forthcoming.

You will complete your application for Student Teaching. This application is due **Monday, January 28, 2019**. The instructions below will walk you through the process.

Please follow these instructions for applying to Student Teach:

Use this link to access the login page: <u>https://jcu.tk20.com/campustoolshighered/shib-login</u>. This will take you to JCU's Single Sign-on (SSO) page. It will then direct you to the TK20 site. Remember please use Google Chrome, Firefox or Safari.

This is what you'll see.

Use your JCU login and Password and click the green "log into your account"	LOG INTO YOUR ACCOUNT →	
	Resources	\sim
	To log in to Tk20, use your JCU username and password. If you forgot y password, please contact IT to reset it.	our JCU
	For questions regarding this system, please contact your system administrator.	
	Administrator: Brittiani McNeil Email: bmcneil@jcu.edu Phone: (216) 397-4985	
	Admissions	>

This is the next screen you'll see.

=					
номе					
APPLICATIONS >	RECENT MESSAGES				
ARTIFACTS >					
COURSES >	Name	From		Received	
FIELD EXPERIENCE	There is no data to display.				
PORTFOLIOS >					
	PENDING TASKS				
	Name	Туре	From	Due Date	
	There is no data to display.				
	NEWS				
	Today's News Archived News				
	Today's News Archived News				

From this screen click on "Applications" which is on the left side under "Home."

Once you open the "Applications" you see the screen below.

Tk20{ +JohnCarrol							
	Ξ	Applications > Applica	tions > Applications				
HOME	- 4 -						
APPLICATIONS		APPLICATIONS					
APPLICATIONS	*	-					
Applications		T Create New App	RESULT				
ARTIFACTS	>	1 2					
COURSES	?	10.000-0127					
FIELD EXPERIENCE	•	Applicatio	itle #	Submissions Deadline 🛛	Status 🛛	Final Result ♥	Date Created V
PORTFOLIOS	>	There is no data to	splay.				
			_				

Click on the green button "+Create New Application+"

This will be the next screen you'll see.

,		
Applications Applications Applications Create New Application		Help
CREATE NEW APPLICATION		
Choose the application type that you would like to create and submit:	Please Select	•
Prev Next		S et
		Click on the down arrow

When you click on the down arrow you'll see the "Student Teaching Application"

{ +JohnCarro			🗬 🏴 👤 hi, debora
=	Applications \Rightarrow Applications \Rightarrow Applications \Rightarrow Create New Application		Мер
X	CREATE NEW APPLICATION		
* • •	Choose the application type that you would like to create and submit:	Student Teaching Application *	v
>	Prev Nen		Cancel

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 Renee Hoenig at rhoenig@jcu.edu or Debbie Petraska at <u>dapetraska@jcu.edu</u>.