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: https://jcu.tk20.com/campustoolshighered/shib-login. 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"
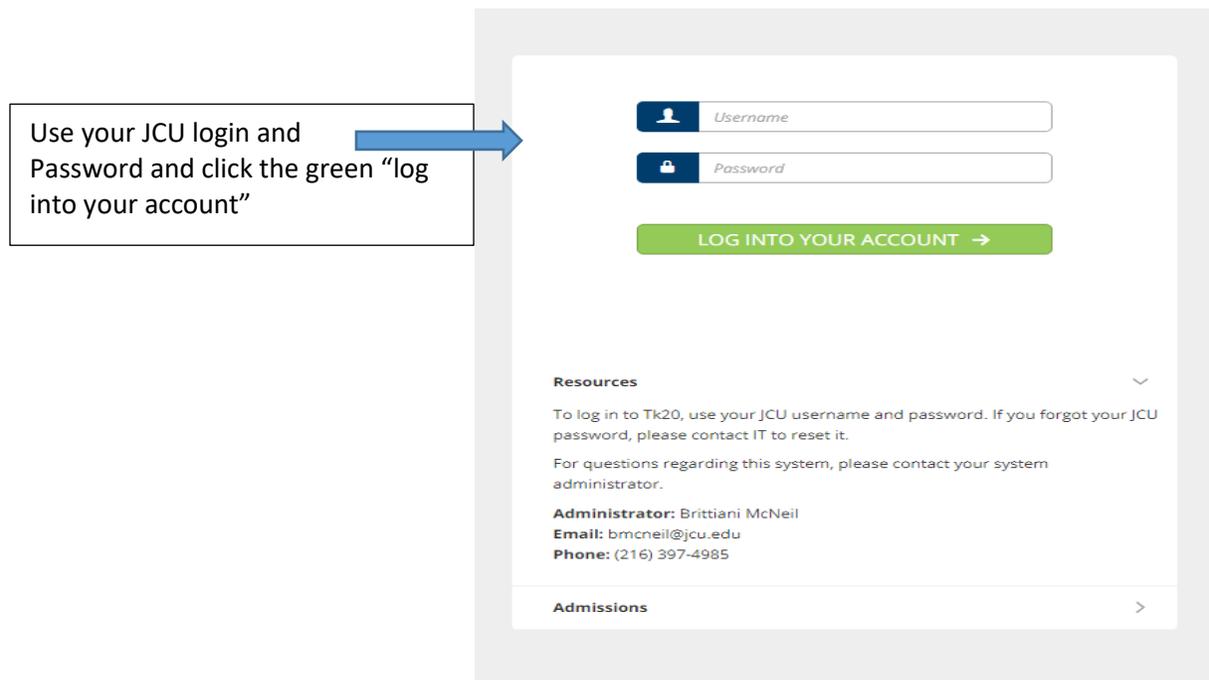
This is the next screen you'll see.
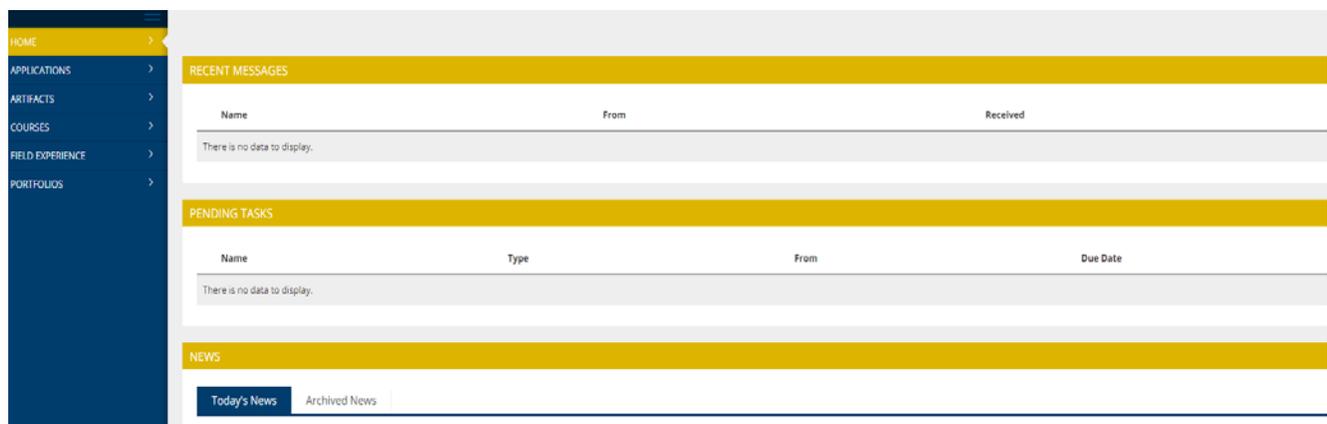
From this screen click on "Applications" which is on the left side under "Home."

Once you open the "Applications" you see the screen below.
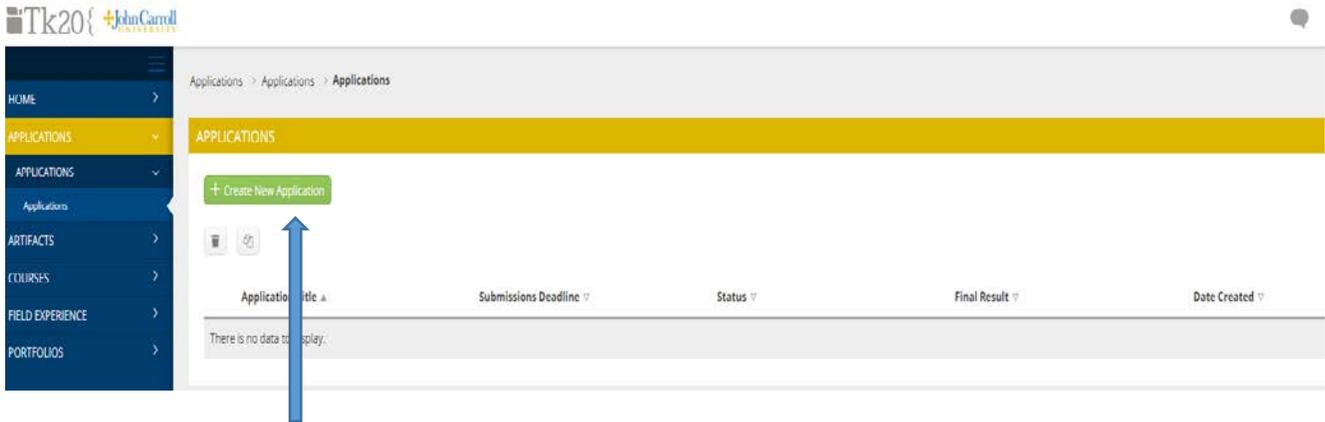
Click on the green button "+Create New Application+"

This will be the next screen you'll see.

Click on the down arrow

When you click on the down arrow you'll see the "Student Teaching Application"
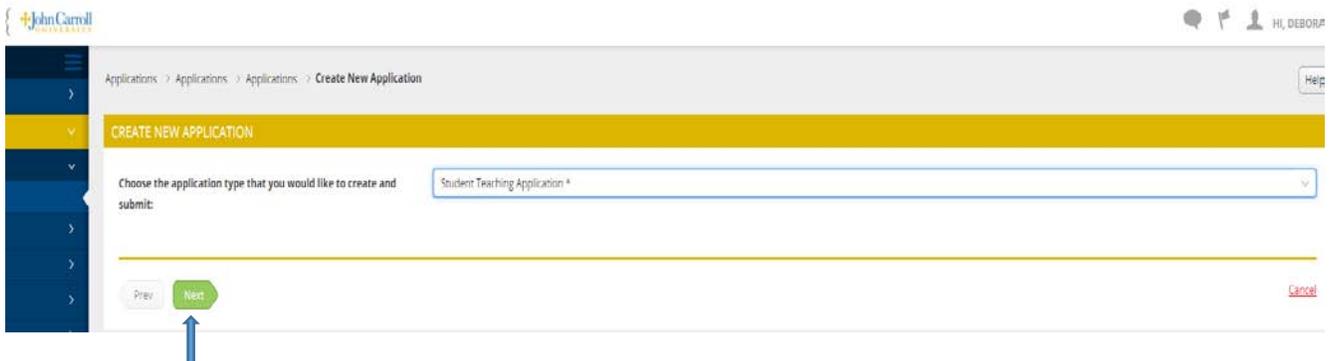
Click on the green "Next" button and the application will open for your completion.

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 dapetraska@jcu.edu.