

Dear Teacher Education Candidate,

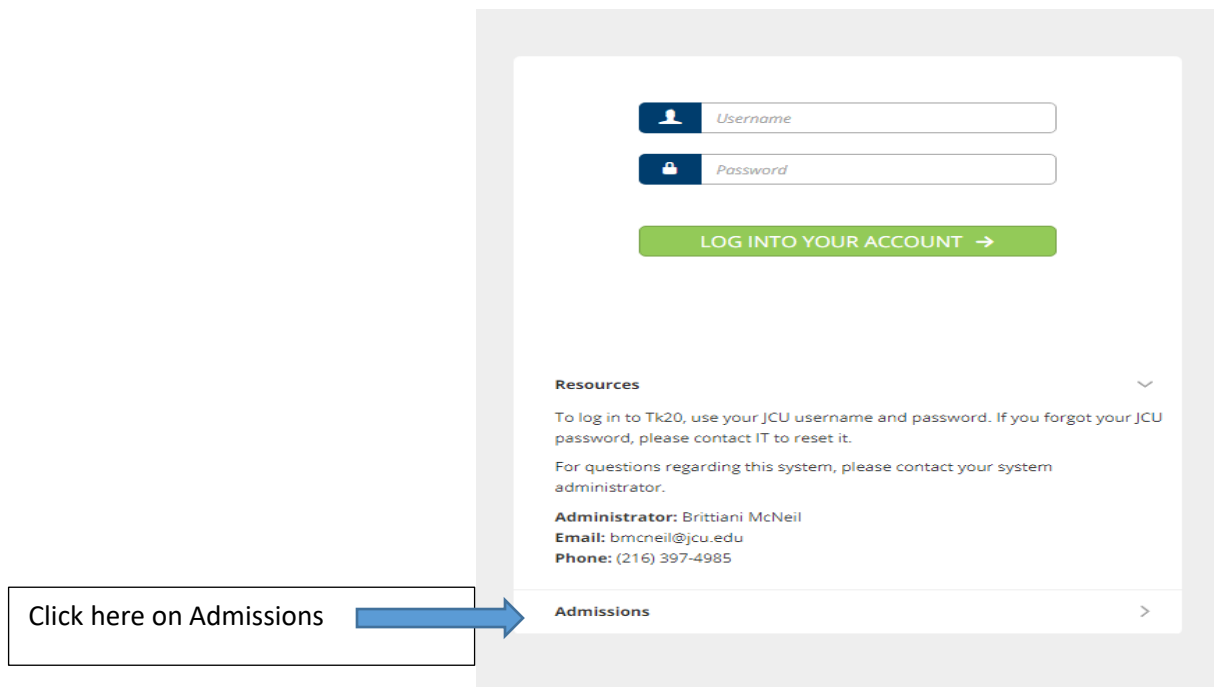
You are about to apply to the Department of Education & School Psychology's Teacher Education Program. You will complete your application for Teacher Education (TE) by following these instructions. This application is due **Monday, January 28, 2019**. The instructions below will walk you through the process. **Once you have completed your application, please send a "confirmation of completion" email to education@jcu.edu.** Once the confirmation email has been received, an email to schedule your TE interview will be sent to you in order for you to select your appointment. Remember the appointments are on a first-come, first-served basis. The interviews will be scheduled for the week of February 4th.

Please follow these instructions for applying to Teacher Education:

Use this link to apply to TE: <https://jcu.tk20.com/campustoolshighered/start.do?redirecttologinscreen=true>. Remember you want to use the Admission button toward the bottom of the page.

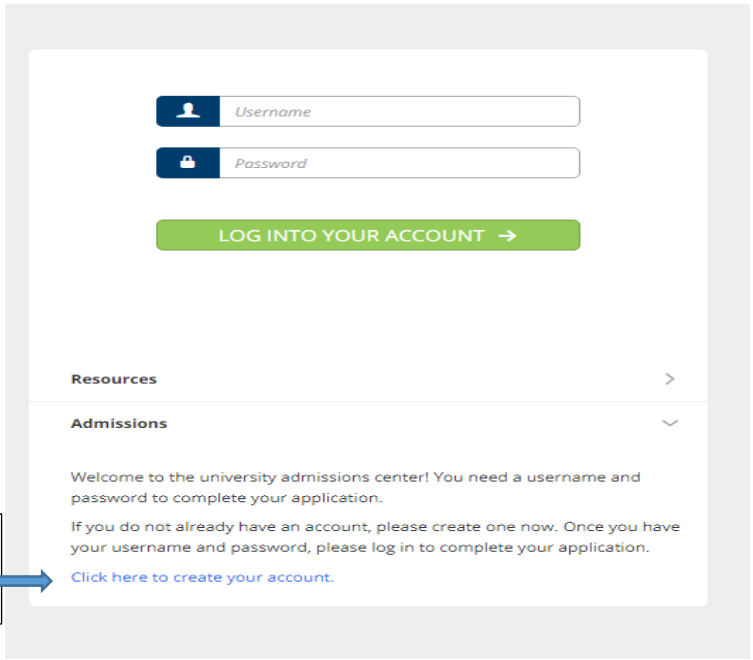
It will then direct you to the TK20 site. Remember please use Google Chrome, Firefox or Safari.

This is what you'll see.



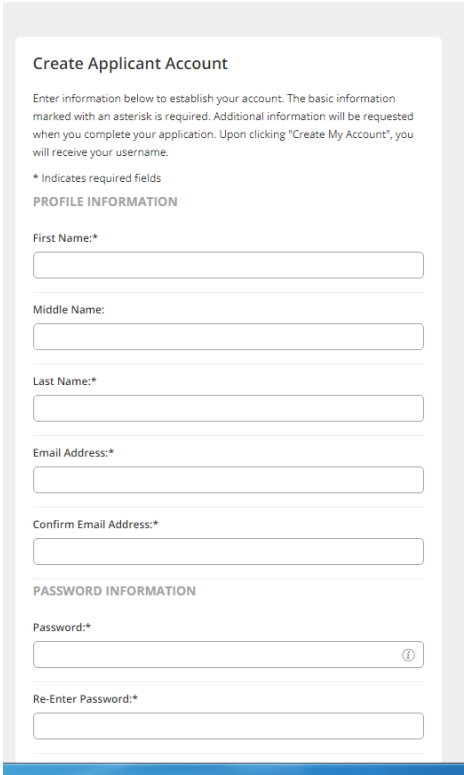
This is the next screen you'll see.

Click on "Click here to create your account"



The image shows a login and account creation page. At the top, there are two input fields: "Username" with a person icon and "Password" with a lock icon. Below these is a green button labeled "LOG INTO YOUR ACCOUNT →". Underneath is a "Resources" section with a right-pointing chevron. Below that is an "Admissions" section with a downward-pointing chevron. The "Admissions" section contains the following text: "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." At the bottom of this section is a blue link: "Click here to create your account."

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



The image shows a "Create Applicant Account" form. It starts with a title "Create Applicant Account" and a paragraph of instructions: "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." Below this is a note: "* Indicates required fields". The form is divided into two sections: "PROFILE INFORMATION" and "PASSWORD INFORMATION".

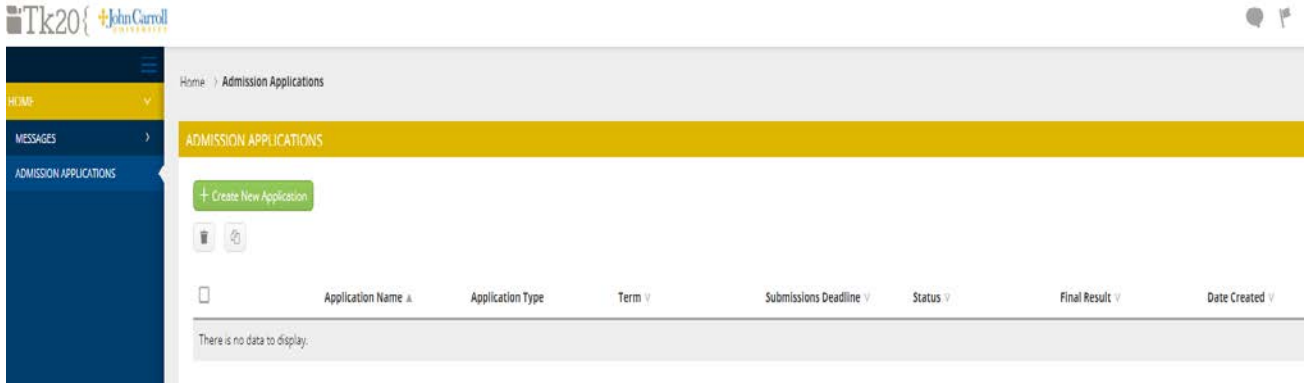
PROFILE INFORMATION

- 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.

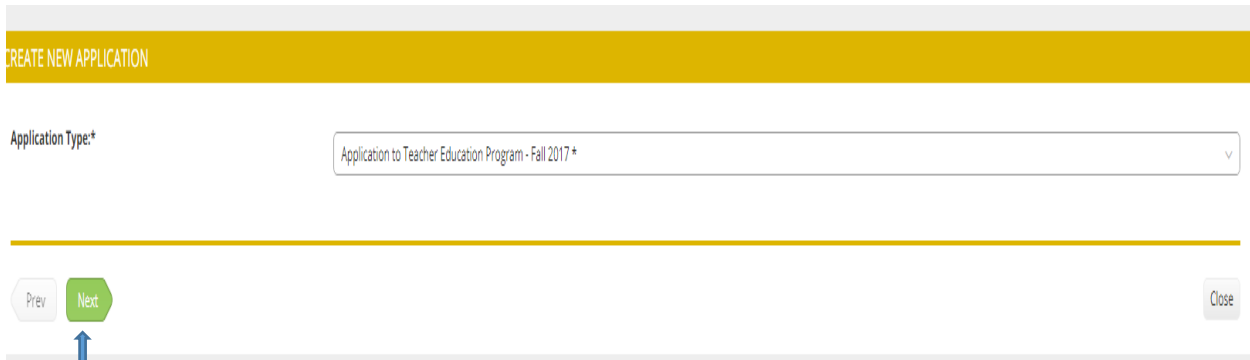


Click on the green button “+Create New Application”

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”



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

This is the instruction page.

CREATE NEW APPLICATION

Application Name: Application to Teacher Education Program - Fall 2017 *

Due Date: 09/11/2017 05:00 PM

INSTRUCTIONS

Please complete this application and we will be in touch shortly with the day and time of the interview.

Checklist:

Name

Deadline

There is no data to display.

Prev

Next

Save

Close

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 rhoenig@jcu.edu or Debbie Petraska at dapetraska@jcu.edu .