Dear School-Based Interns,

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 need to complete an application to Student Teach in the spring semester.

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"	Username     Password  LOG INTO YOUR ACCOUNT →	
	<b>Resources</b> To log in to Tk20, use your JCU username and password. If you forgot	your JCU
	password, please contact IT to reset it. 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.

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		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.

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

## This will be the next screen you'll see.

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CREATE NEW APPLICATION		
Choose the application type that you would like to create and submit:	Please Select	
		<b>A</b>
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		Click on the down arrow

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

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Applications > Applications > Applications > Create New Applicati		Нер
CREATE NEW APPLICATION		
Choose the application type that you would like to create and submit:	Student Teaching Application 4	×
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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