

Completing a TE100 Application

Using the latest version of the Mozilla Firefox browser, go to the following URL: <https://svsu.tk20.com>

Creating an Account

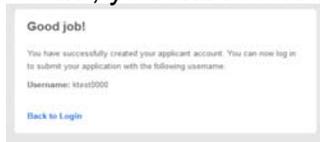
1. Click on the **Admissions** sub-tab then select the link, *Click here to create your account.*



2. Complete the required fields (*) Name, Email Address, Password, Secret Question.

3. Complete the captcha (fill in the word) as directed; then select **Submit**.

4. Once you have created your account, you will receive a message with your username.



Click on **Back to Login** and your username will automatically populate in the field. Enter your password and select **Log into 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

Type the word below (Letters are case sensitive):*

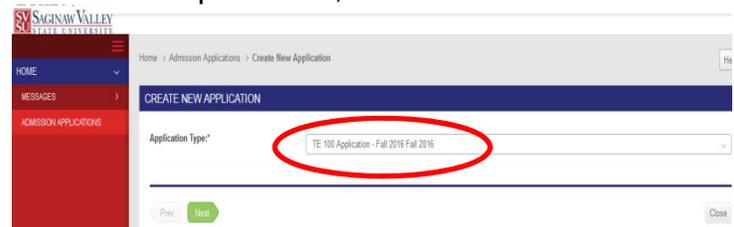


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Be sure to remember your password! (You will need it if you need to make any changes and also when you fill out your application to the College of Education.)

Creating a TE100 Application

1. After you login using your admission account username and password, then select **Create New Application.**
2. Select the TE 100 application from the drop down menu, then select **Next.**



3. You will see general information. Please read. Select **Next** to continue to the next page.

Application Name: TE 100 Application - Winter 2017 Winter 2017

Due Date: 01/20/2017 01:00 AM

INSTRUCTIONS

Winter 2017 TE 100 & TE 101 students:

You are currently enrolled in TE100/101 for Winter 2017 and we wanted to make sure you received this information so you are re

Prev **Next**

4. Complete the Application.

Applicant Name: Florence Ale

SVSU ID Number: (this number begins with a zero)

I am applying TE 100 during, semester:

(Address during TE100 semester)

Local Address:

Local City:

5. Once you reach the end of the application you will see:

Prev Next **Save**

- **Create** – locks your application
- **Save** – allows you to save your work and come back at a later time
- **Close** – deletes any work that had been started

*Please click on the **Save** button. Your application will be reviewed and if there are any changes necessary, you will receive an email. **DO NOT CLICK ON Create BUTTON.***

Returning to a Saved Application

1. Login to Tk20 using the password you used to create your account. This will display the application you previously created.
2. Select the application you wish to edit.
3. When finished editing, click **Save**.

For questions regarding this application, please email: clinicalexp@svsu.edu