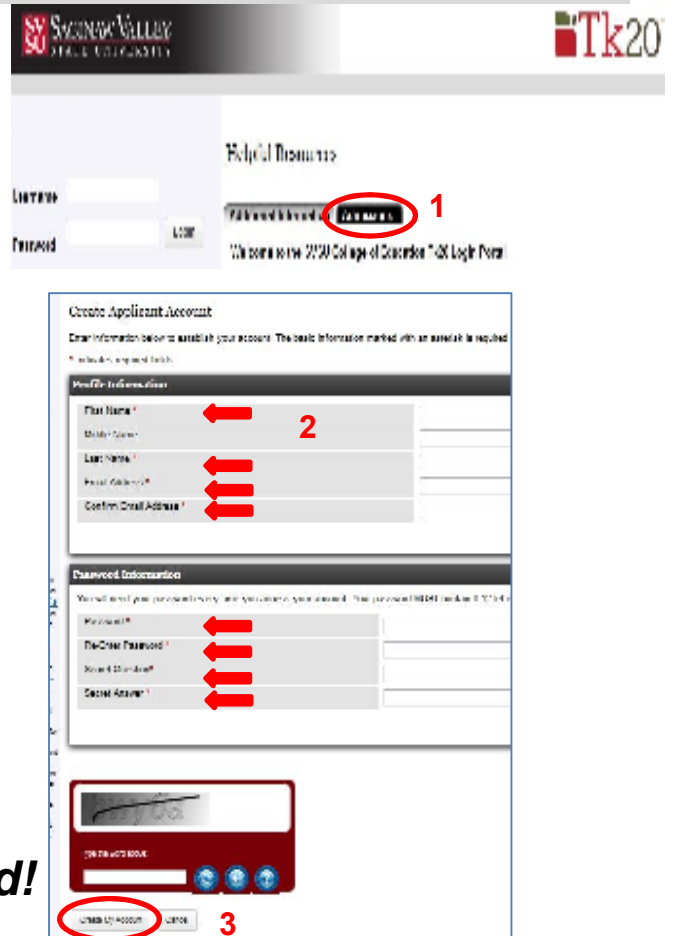


Completing a Teacher Education Application

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

Creating an Account

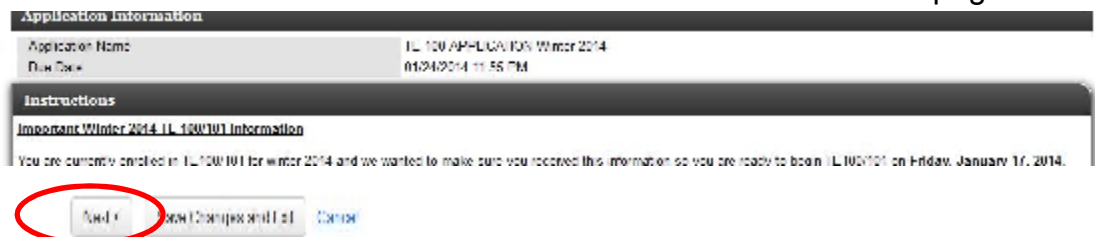
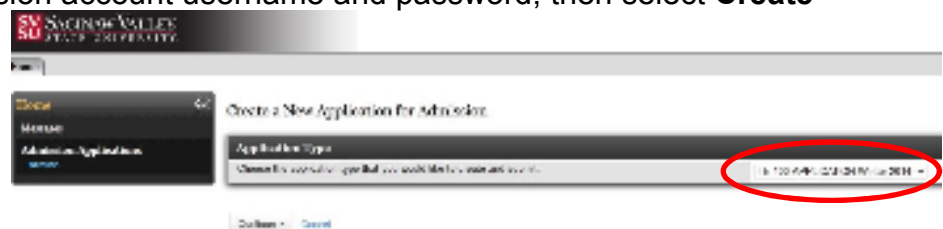
1. Click on the **Admissions** sub-tab then select the link, *Click here to create your account.*
2. Complete the required fields (*) Name, Email, Address, Password, Security Question.
3. Complete the captcha (fill in the word) as directed; then select **Create My Account.**
4. Once you have created your account, your username will automatically populate in the field:
 - Enter your password > select **Login**



Be sure to remember your password!

Creating an Admissions Application

1. After you login using your admission account username and password, then select **Create New Application.**
2. Select the correct admissions application (**elementary or secondary**) from the drop down menu then select **Continue.**
3. You will see general information. Please read. Select **Next** to continue to the next page.



4. Complete the Application.

The screenshot shows the 'ELEMENTARY LEVEL ADMISSION APPLICATION' form for Saginaw Valley State University. The form includes the following fields: Name (Koleen Marciniak), Maiden Name, SVSU ID#, Date of Birth (with a 'Choose date' link), Current Mailing Address, City / State / Zip, Gender (Please Select dropdown), and SVSU E-Mail Address.

5. Once you have reached the end of the application you will see the following options:



- **Back** – will take you to the previous page
- **Save Changes and Exit** – allows you to save your work and come back at a later time
- **Submit Application Now** – locks your application
- **Cancel** – deletes any work that had been started

CLICK ON“SUBMIT APPLICATION NOW” BUTTON.

Your application will be reviewed and if there are any changes necessary, you will receive an email.

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:
coeconnect@svsu.edu