



Southern's Online Assessment System

Creating a Student Teaching Application

Login to Tk20 at: <https://southernct.tk20.com>

Username: SCSU Username

Password: First time log in: SCSU ID Number (8 digit number that begins with a 7)
Subsequent log in: use the password you created

To complete an application to student teach:

- Click on **APPLICATIONS** in the left side menu
- Click on the green **+ Create New Application** button
- Open the drop down box on the right side of the page next to “Choose the application type that you would like to create and submit.”
- Select the application you want to complete – make sure it is for the correct semester.
- Click on the green **Next** button
- Complete the application. Required fields are indicated with an * and cannot be skipped
- To attach, or upload, required documents (i.e., your **SCSU Degree Evaluation**), click on the green **+ Select File** button
- **You may save your work at any time by clicking on the Save button at the bottom of the form**
- **Only click on the Submit button when your application is complete.** Once you submit your application you will not be able to make any additional changes to the application.

A screenshot of the Tk20 web application interface. The top left shows the Tk20 logo and the Southern Connecticut State University logo. The top right shows a user profile icon and the text 'HI, STUDENT'. The main content area is titled 'CREATE NEW APPLICATION' and has a breadcrumb trail: 'Applications > Applications > Applications > Create New Application'. A dropdown menu is open, showing 'Student Teaching Application Spring 2019'. Below this, the form is titled 'STUDENT TEACHING APPLICATION SPRING 2019' and 'CANDIDATE INFORMATION'. There are two input fields: 'Last Name*' and 'First Name*', both with asterisks indicating they are required fields. A 'Help' button is visible in the top right corner of the form area.

Help Resources: Email any questions you have to: tk20support@southernct.edu