



Resources

1. Tk20 Resource Website address: <http://academics.keene.edu/tk20>

Create an Admission Account

1. Go to the following website <https://keene.tk20.com> or click the TK20 LOGIN button on the top, right of the Tk20 Resource Website.
2. Click on the **Admissions** tab as shown here.

Helpful Resources



- a. **Read the information** located on the page.
 - b. Click the **Click here to create your account** link.
 - c. Fill out the Create Applicant Account form on this page. Here you will create your own Password for Tk20 Admissions.
 - d. You will be asked to type two words for security reasons (if you have trouble reading these "words" and type them incorrectly, you will be given two more words to type).
3. Once this is completed, click the **Create My Account** button.
 4. You will be presented with your **Username and Password** information as shown below. This is the **only time you will be provided with this information** so do not forget it (we recommend you write it down if necessary).



Account Details

Congratulations! You have successfully created your applicant account. Your login information is

Username: pstudent0000
Password: password

When you log in, you can create, save, and submit your application.

- a. **You cannot be provided with this information again.**
5. *You have now created an account.*

Fill out an Application

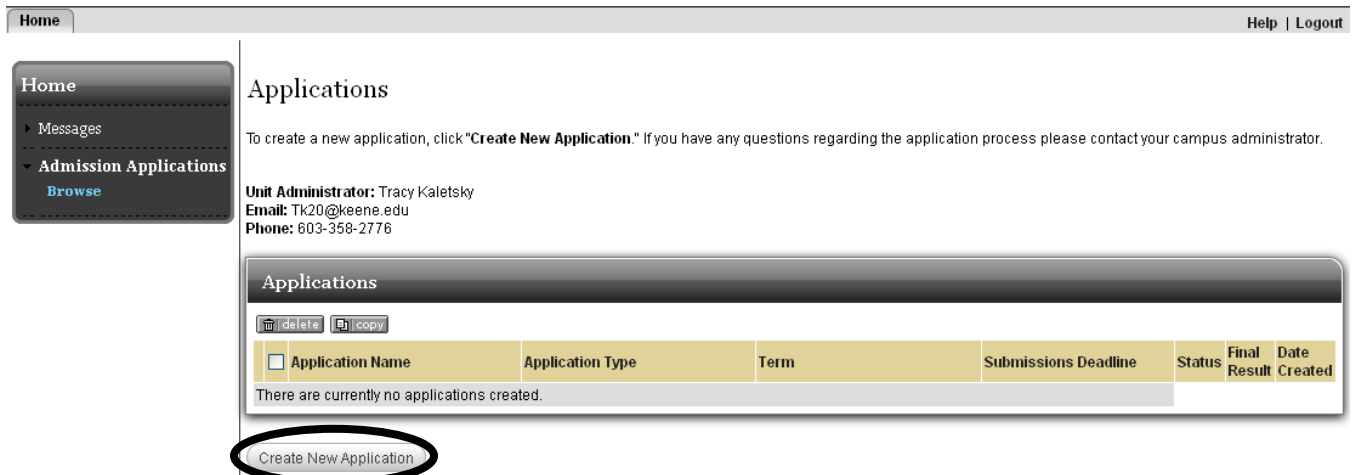
1. If you are not already there, go to the following website <https://keene.tk20.com> or click the TK20 LOGIN button on the top, right of the Tk20 Resource Website.
2. Use the **login box** on the left side of the screen to enter your username and password and click the Login button to log in to Tk20 Admissions as shown below.



Username

Password

3. Once logged in, you will see a screen that looks like the example below.



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Home

- Messages
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Applications

To create a new application, click "Create New Application." If you have any questions regarding the application process please contact your campus administrator.

Unit Administrator: Tracy Kaletsky
Email: Tk20@keene.edu
Phone: 603-358-2776

Application Name	Application Type	Term	Submissions Deadline	Status	Final Result	Date Created
There are currently no applications created.						

4. Click on the **Create New Application** button as circled above.
5. In the Create a New Application for Admission screen, under Application Type, click on the drop down box next to the words "Choose the application type that you would like to create and submit" and select the Admission to Teacher Education Application (this title will include the Academic Year of the application for which you are applying) .
6. Click the button.
7. Under Application Information, click the button if the information is correct.
8. You have now reached the Admission to Teacher Education Application.
 - a. *The form consists of various forms of questions or statements on the left and requires you to respond accordingly on the right using the text boxes, drop down boxes, radio buttons (fill in the correct circles) and check boxes .*
 - b. *Please **read each question or statement carefully and if you are provided with a link to another webpage, you must read the information on that webpage before you can respond.***
 - c. *You do not need to click the calculate scores buttons.*

9. If you cannot complete the application for any reason, you can click the  button.
10. Once you have completed the application, you can click the  button.
11. Once you've submitted the application, you will see a screen that looks like the example below. You will notice that the status of this application is "review in progress" and there is a lock to the left of the application name. This means you have successfully submitted your Teacher Education Admission Application.

Applications							
<input type="button" value="delete"/> <input type="button" value="copy"/>							
<input type="checkbox"/>	Application Name	Application Type	Term	Submissions Deadline	Status	Final Result	Date Created
	<input type="checkbox"/> Admission to Teacher Education Application 2011 - 2012	Admission Application	2011 - 2012	03/10/2012 05:00 PM	Review in Progress		01/31/2012 03:12 PM

Submitting/Editing a Saved Application

1. Go to the following website <https://keene.tk20.com> or click the TK20 LOGIN button on the top, right of the Tk20 Resource Website.
2. **Log in** as directed in step 2 above.
3. You will see a screen that looks like the example below.

Applications							
<input type="button" value="delete"/> <input type="button" value="copy"/>							
<input type="checkbox"/>	Application Name	Application Type	Term	Submissions Deadline	Status	Final Result	Date Created
<input type="checkbox"/>	Admission to Teacher Education Application 2011 - 2012	Admission Application	2011 - 2012	03/10/2012 05:00 PM	Not Submitted		01/31/2012 03:27 PM

4. Notice this application is not locked and the status is "not submitted." Click on the underlined application name to open it and edit it.
5. Follow steps 7-11 above to finish and submit this application.

Checking the Status of an Application

1. Go to the following website <https://keene.tk20.com> or click the TK20 LOGIN button on the top, right of the Tk20 Resource Website.
2. **Log in** as directed in step 2 above.
3. You will see a screen that looks like the example below. You can see from here the current status of the application and a final result if any has been entered. Click on the underlined application name.

Applications							
<input type="checkbox"/>	Application Name	Application Type	Term	Submissions Deadline	Status	Final Result	Date Created
<input type="checkbox"/>	Admission to Teacher Education Application 2011 - 2012	Admission Application	2011 - 2012	03/10/2012 05:00 PM	Review in Progress		01/31/2012 03:12 PM

4. You are brought to a double paned window screen like the one shown below. On the left you see your application and on the right you will see the Review Screen. This is where the Teacher Education Office will manage the collection of the required Application Checklist materials and notify you of your application status and other useful information.

Application Information

Application Name	Admission to Teacher Education Application 2011 - 2012
Due Date	03/10/2012 05:00 PM

Instructions

Please complete this application. All items in the checklist below must be completed and have been provided to the Teacher Education Office no later than the dates specified. Once you have submitted this application, you should continue to check your status via the review checklist. This checklist will be updated throughout the admissions process so that you can see the progress of your application. Your acceptance into or rejection from Teacher Education will also be communicated here.

Please read all of the instructions on the application. Clicking "SAVE AND EXIT" at the bottom of the screen allows you to save your work and continue at a later time. "CANCEL" will revert back to the previously saved version. Clicking "SUBMIT" at the bottom of the screen allows you to submit a completed application. We cannot review your application until it has been submitted. Note that the application must be completed in its entirety before submitting. You will not be able to recall the application to make additional changes once it has been submitted.

IMPORTANT INFORMATION

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[Close](#) [Recall](#)

Required Items Checklist

Name	Deadline	Status	Date Received
Cumulative GPA of 2.50 with minimum of 12 KSC credits	06/01/2012	Received	01/31/2012
C or better in EDUC 100	06/01/2012	Received	01/31/2012
Admission to Teacher Education application fee	03/10/2012	Received	01/31/2012
Successful Praxis I Reading Score (172 or better)	06/01/2012	Pending	
Successful Praxis I Writing Score (170 or better)	06/01/2012	Pending	
Successful Praxis I Mathematics Score (170 or better)	06/01/2012	Pending	
Successful Praxis I Composite Score (518 or better)	06/01/2012	Pending	
Admission to Teacher Education Recommendation Form	06/01/2012	Received	01/31/2012
Declaration of Major (required for Music and Physical Education)	03/10/2012	Pending	
Registration Code (Office Use Only)	03/10/2012	Pending	
Admission Code (Office Use Only)	06/01/2012	Pending	

5. Click the [Close](#) button to close the double paned window screen and go back to the Applications page.
6. The [Recall](#) button will recall the application from the reviewer and "un-submit" it. This can only be done if the application reviewer has not already begun the review process.

You can return to review your application as many times as you need to. However, once you are admitted into a Teacher Education Program, you will need to access the full Tk20 system and this will require you to

use different login credentials. **The username and password you've been using to create and view your Teacher Education Application will not give you the access to the full system.** Below is the information you will need for full access to the Tk20 system. This information is also available on the tutorials page of the Tk20 Resource Website: <http://academics.keene.edu/tk20> .

Tk20 Student Login Credentials (username, password)

- Usernames are your KSC NetID (everything to the left of the @ sign of campus email account)
- Student Initial Password - upon first login the password is your Student ID located on your ID card.
- **Leading zeros must be included for the Student ID in Tk20 – a total of 7 digits.**