



Completing an Application

Creating an Application

1. Go to your **Applications** tab, then click **create** under **Applications** in the side menu.
2. Select the appropriate application from the dropdown menu.
3. Complete the application as directed. Any fields with an asterisk (*) must be filled in before the system will let you submit.
4. Once you have started an application, you have 3 options:
 - **Save:** You can click this at any time and return at a later time to finish the application.
 - **Submit:** This will submit your application for final review.
 - **Cancel:** Use this to exit the application without saving any changes.

Note: If you do NOT see the name of the application you need to complete, you may be attempting to complete it AFTER its due date has passed. Contact your school's Tk20 Unit Administrator if you have problems with this step.

Returning to a Saved Application

To return to a saved application:

1. Click on the **Applications** tab. This will display a list of all application forms you have created.
2. Select the name of the application you wish to edit.
3. When finished editing, click **Save** or **Submit**.

Note: If an application has a picture of a lock by it, it has already been submitted and will need to be recalled or re-opened for editing by an administrator.

Recalling a Submitted Application

If you need to make a change to a submitted application, you can recall it unless the application review has begun.

1. Click on the **Applications** tab. This will display a list of all application forms you have created.
2. Select the name of the application you wish to recall.
3. Click the Recall button on the upper right-hand area of the screen.
4. Make the needed changes and click **Save** or **Submit** when you are finished.

Note: If you are unable to recall your application, you will need to contact an administrator for help in re-opening your application for editing.

Help Resources

Online Tutorials

Tk20 has step-by-step tutorials located on your log-in page. On the right side of the screen, click the Tutorials sub-tab. You will see a listing of all tutorials available. Click the link for the one you would like to view.

Tk20 Unit Administrator:

Contact information can be found on the right side of your institution's Tk20 login page.