



**TK20 by Watermark
Non-Education Major
(EDP 200, 201 & 250)
Field Placement Request
Student Guide**

WCU TK20 Office

610-436-2085

Tk20@wcupa.edu

<https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx>

Watermark Helpdesk

1-800-311-5656

support@watermarkinsights.com

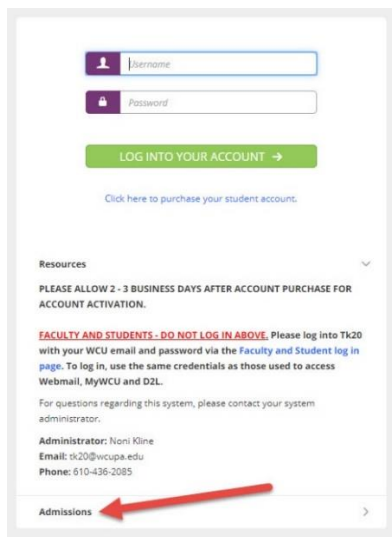
July 2020 v.9.2.4

HOW TO COMPLETE A FIELD PLACEMENT REQUEST APPLICATION [FOR NON-EDUCATION MAJORS ONLY]

When using Tk20 to complete your Field Placement Request Application, we recommend using either Google Chrome or Safari as your internet browser. **DO NOT use Internet Explorer.**

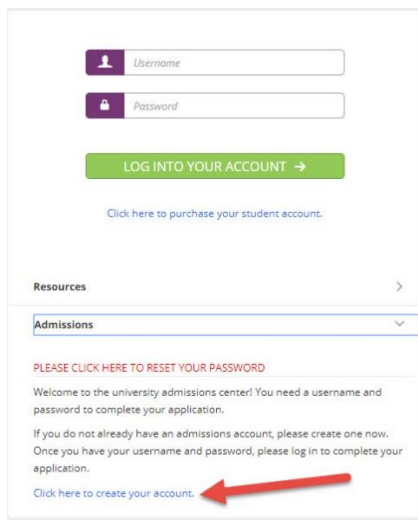
PLEASE NOTE: Non-education majors DO NOT have to purchase a Tk20 account to complete your Field Placement Request Application. If you are not an education major currently at this time (i.e. Exploratory Studies, Liberal Studies, etc.) DO NOT purchase a Tk20 account.

1. First, you will need to create an Admissions Application account. To do so, go to <https://wcupa.tk20.com>.
2. Click on the 'Admissions' tab.



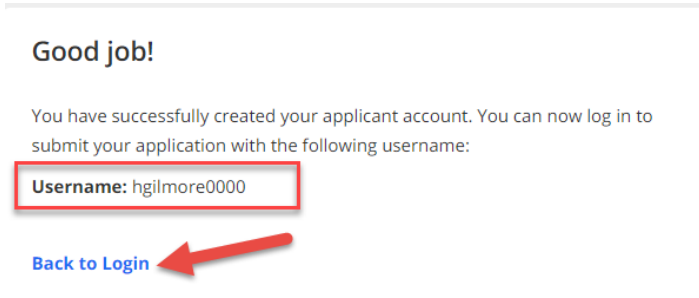
The screenshot shows the Tk20 login interface. At the top, there are two input fields: 'Username' and 'Password', followed by a green button labeled 'LOG INTO YOUR ACCOUNT →'. Below this is a link: 'Click here to purchase your student account.' A 'Resources' section contains instructions: 'PLEASE ALLOW 2 - 3 BUSINESS DAYS AFTER ACCOUNT PURCHASE FOR ACCOUNT ACTIVATION.' and 'FACULTY AND STUDENTS - DO NOT LOG IN ABOVE. Please log into Tk20 with your WCU email and password via the Faculty and Student log in page. To log in, use the same credentials as those used to access Webmail, MyWCU and D2L.' Contact information for the administrator is provided: 'Administrator: Noni Kline', 'Email: tk20@wcupa.edu', and 'Phone: 610-436-2085'. At the bottom, the 'Admissions' tab is selected, indicated by a red arrow pointing to it.

3. Then, click on the blue 'Click here to create your account' link.

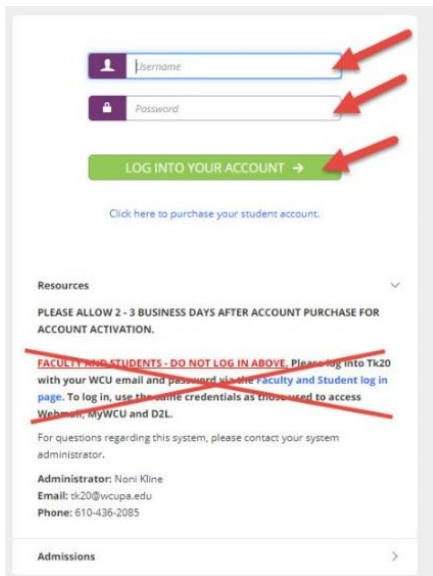


The screenshot shows the Tk20 Admissions page. It features the same login fields and 'LOG INTO YOUR ACCOUNT →' button as the previous screenshot. Below the login fields is the link 'Click here to purchase your student account.' The 'Admissions' tab is expanded, showing a 'PLEASE CLICK HERE TO RESET YOUR PASSWORD' link. A welcome message follows: 'Welcome to the university admissions center! You need a username and password to complete your application.' Below this, it says: 'If you do not already have an admissions account, please create one now. Once you have your username and password, please log in to complete your application.' At the bottom, the link 'Click here to create your account.' is highlighted with a red arrow.

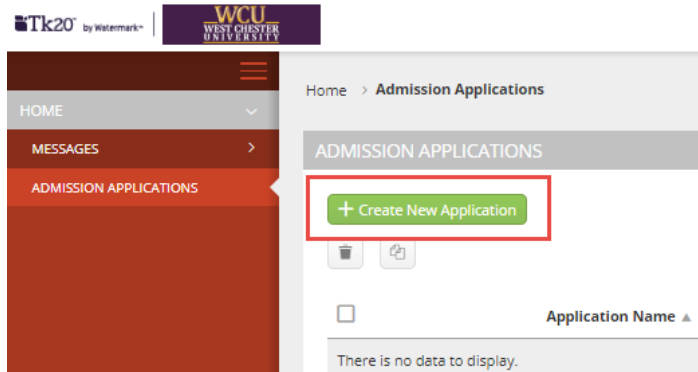
- Complete the fields marked with an asterisk (*). Note that your password must contain a minimum of 6 letters, must not exceed 12 characters, may contain numbers, and may contain special characters. All passwords are case-sensitive.
- Fill in the CAPTCHA word as directed. Then, click the green 'Submit' button.
- A confirmation pop up will appear. **Remember your Tk20 admissions application username and password!** You will use these credentials to log in to your new admissions application Tk20 account. **You will NOT log into Tk20 with your WCU email and password.** Click the blue 'Back to Login' link.



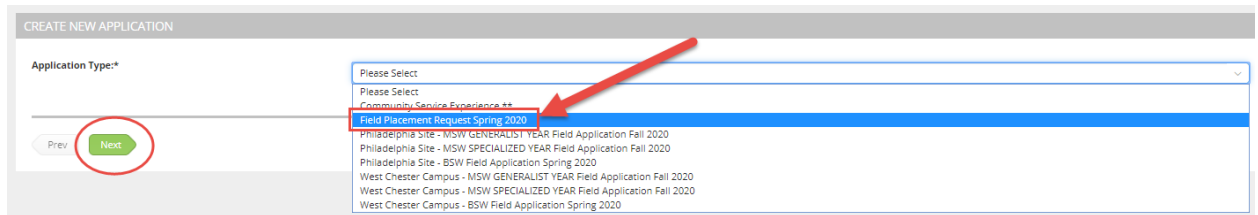
- Enter your Tk20 admissions application username and password at the top of the page and then click 'Log into your account'. **DO NOT log in using the Faculty and Student Log In below.**



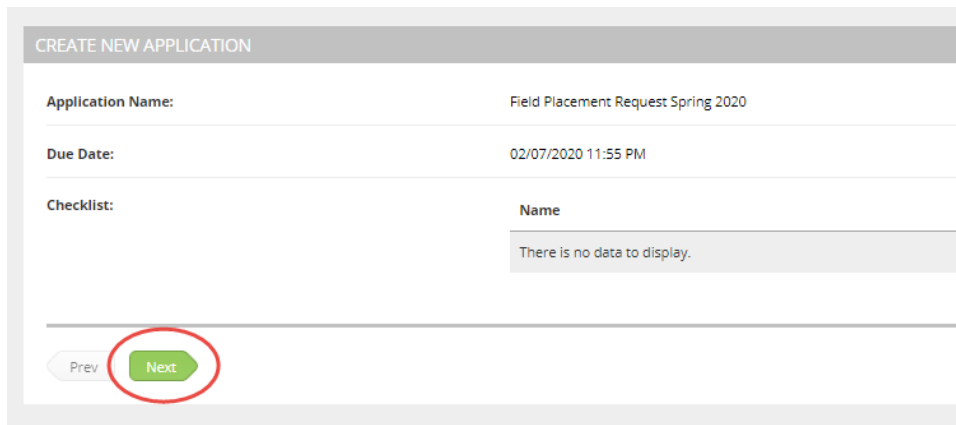
- Click on the green **'Create New Application'** button.



- From the Application Type dropdown menu, select **'Field Placement Request'**. Then click the green **'Next'** button.

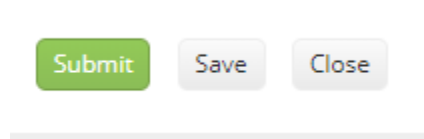


- Click the green **'Next'** button again.



- Complete the application form. Note that all fields marked with an asterisk (*) are mandatory.

12. When you have completed your application, you have 3 options:
 - a. **Submit:** If you are completely finished with your application, click '**Submit**'.
 - b. **Save:** Click this at any time to save your progress and return at a later time to finish the application.
 - c. **Close:** Exit the application without saving or submitting any changes.

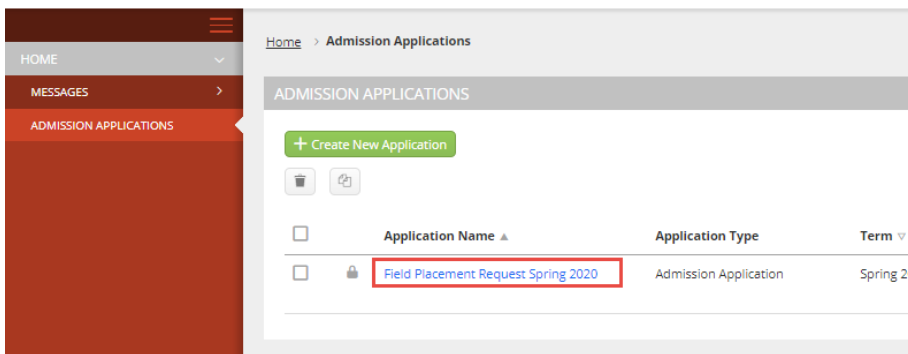


2. Once you submit your application, you will receive an auto-generated confirmation email from tk20@wcupa.edu.

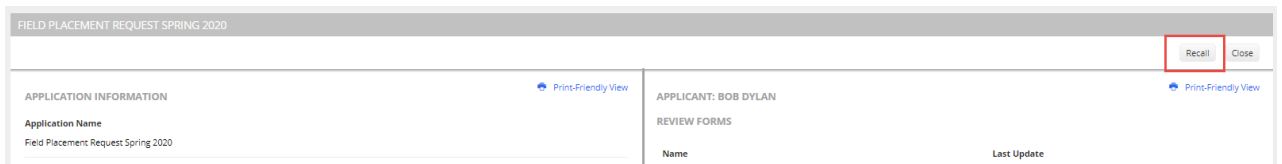
RECALL A SUBMITTED APPLICATION

If you need to make a change to a submitted application that has *not* yet entered the review stage:

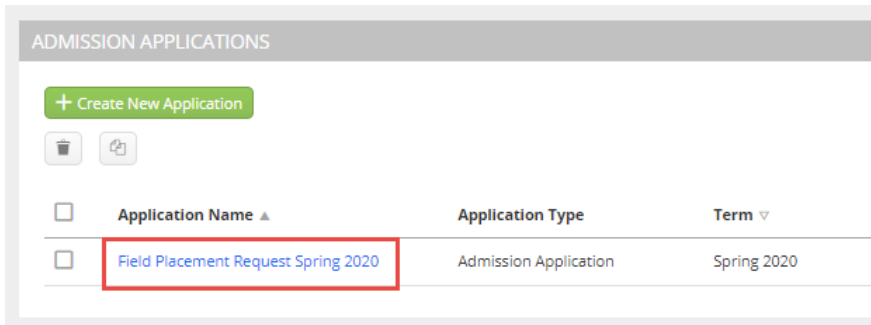
1. Click the name of the application you wish to recall.



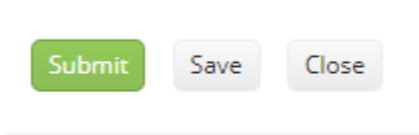
2. Click the '**Recall**' button at the top right corner of the page.



3. Click on the name of the application again to make your edits.



4. When you are finished editing, click on 'Save' or 'Submit'.



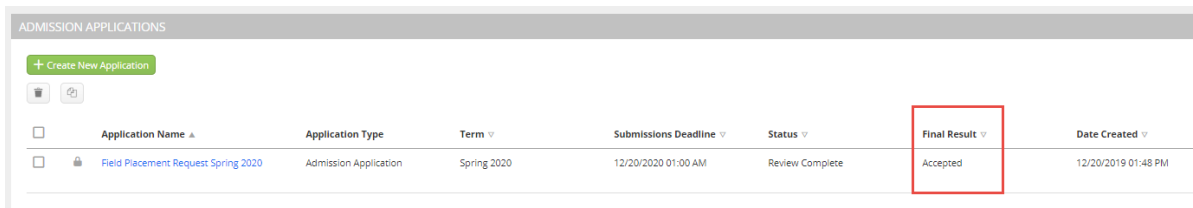
If you receive an error message when attempting to recall your application, your application is locked. You will need to be granted an extension in order to edit the application. Please contact the Candidate Services for assistance.

If you have any questions about the Field Placement Request, please contact the CESW Field Placement Office at 610-436-3027.

If you have technical issues with Tk20, contact the Tk20 Office at 610-436-2085 or TK20@wcupa.edu.

CHECK TO SEE IF YOUR APPLICATION IS COMPLETE

1. Log into Tk20 using your admission application username and password. If you have forgotten your password, please see the instructions on Pages 8-9 of this guide to reset your password.
2. From here you will see a list of applications you have created. If your application review is complete, the **'Final Result'** column will read as **'Accepted'**.

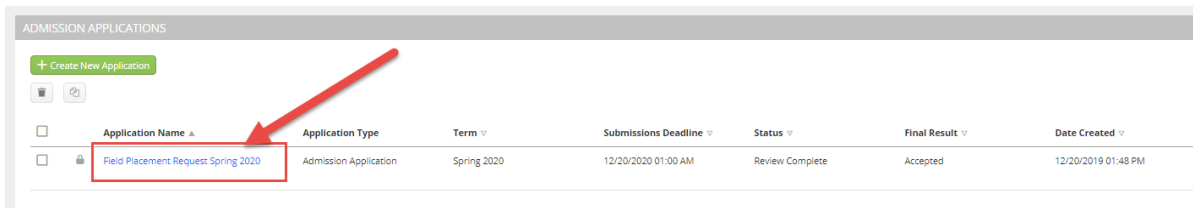


ADMISSION APPLICATIONS

+ Create New Application

<input type="checkbox"/>	Application Name ▲	Application Type	Term ▼	Submissions Deadline ▼	Status ▼	Final Result ▼	Date Created ▼
<input type="checkbox"/>	Field Placement Request Spring 2020	Admission Application	Spring 2020	12/20/2020 01:00 AM	Review Complete	Accepted	12/20/2019 01:48 PM

3. Once your application review is completed, you can review your placement by clicking on the name of the application in blue.

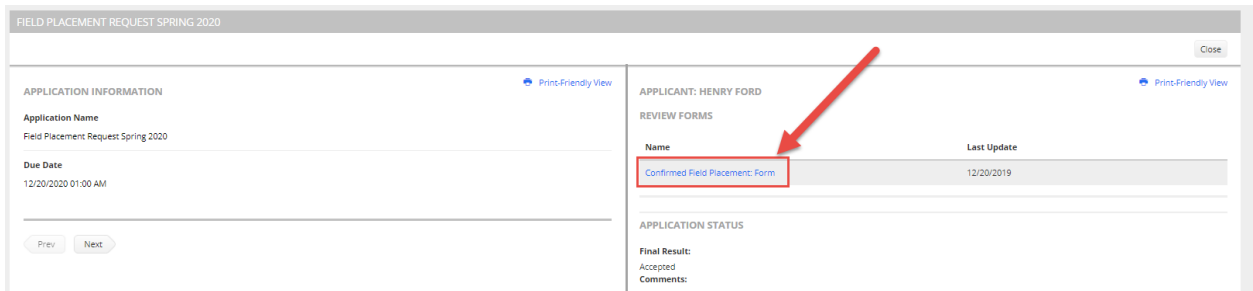


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<input type="checkbox"/>	Application Name ▲	Application Type	Term ▼	Submissions Deadline ▼	Status ▼	Final Result ▼	Date Created ▼
<input type="checkbox"/>	Field Placement Request Spring 2020	Admission Application	Spring 2020	12/20/2020 01:00 AM	Review Complete	Accepted	12/20/2019 01:48 PM

4. This will bring you to a split screen. On the right side of the screen click on **'Confirmed Field Placement: Form'** in blue.



FIELD PLACEMENT REQUEST SPRING 2020

Close

APPLICATION INFORMATION [Print-Friendly View](#)

Application Name
Field Placement Request Spring 2020

Due Date
12/20/2020 01:00 AM

Prev Next

APPLICANT: HENRY FORD [Print-Friendly View](#)

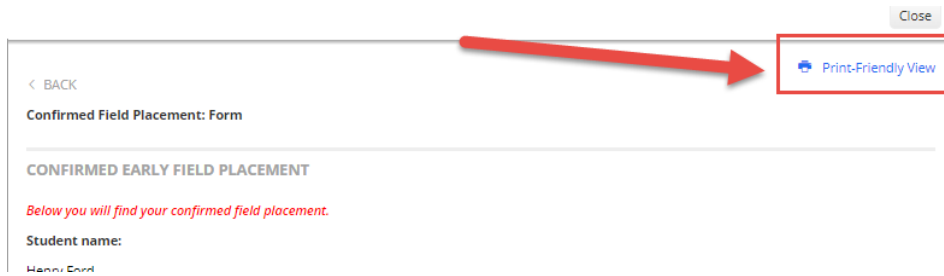
REVIEW FORMS

Name	Last Update
Confirmed Field Placement: Form	12/20/2019

APPLICATION STATUS

Final Result:
Accepted
Comments:

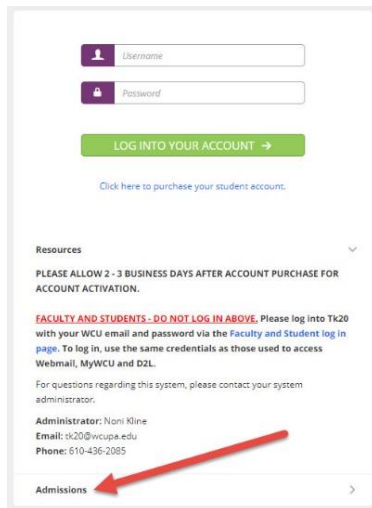
5. If you wish to print this information, click on the blue **'Print-Friendly View'** in the top right corner.



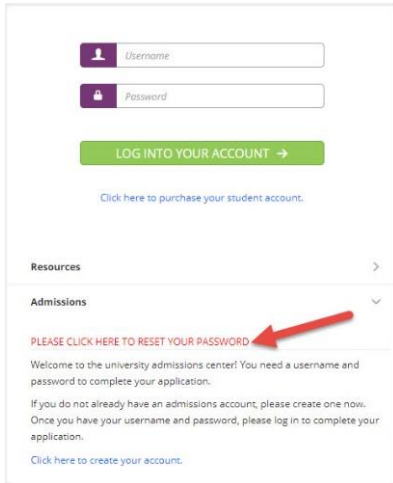
1. This will open the form in another tab where you can use your browser's print function to print.

HOW TO RESET YOUR PASSWORD

1. If you forgot your password, first click on the 'Admissions' tab.



2. Then, click on the **'PLEASE CLICK HERE TO RESET YOUR PASSWORD'** link in red.



The screenshot shows a login interface. At the top, there are two input fields: 'Username' and 'Password'. Below them is a green button labeled 'LOG INTO YOUR ACCOUNT →'. Underneath the button is a link: 'Click here to purchase your student account.' Below this is a 'Resources' section with a right-pointing arrow. Underneath is an 'Admissions' section with a downward-pointing arrow. In the 'Admissions' section, there is a red link: 'PLEASE CLICK HERE TO RESET YOUR PASSWORD'. A red arrow points to this link. Below the link is a welcome message: 'Welcome to the university admissions center! You need a username and password to complete your application. If you do not already have an admissions account, please create one now. Once you have your username and password, please log in to complete your application.' At the bottom of the 'Admissions' section is a link: 'Click here to create your account.'

3. Enter the email address you used to create your account, then press the green **'Submit'** button.
4. Answer your security question that you set up when creating your account. Then click the green **'Submit'** button.
5. You will receive an email from tk20@wcupa.edu confirming that your password has been reset and instructions on how to log in.

If you have any questions about the Field Placement Requests, please contact the CESW Field Placement Office at 610-436-3027.

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