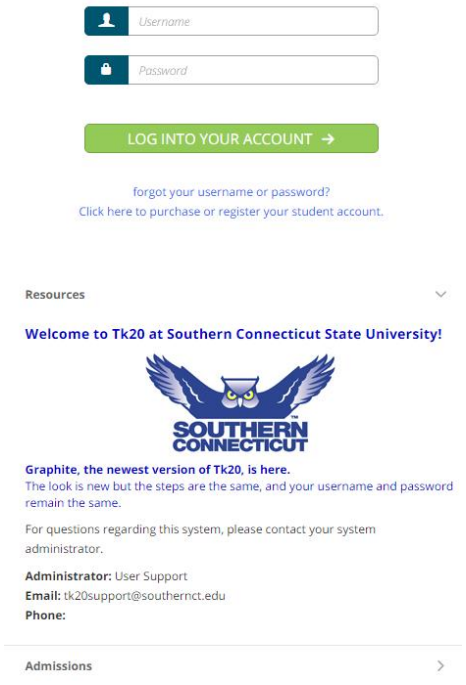
Southern's Online Assessment System

Student Quick Guide – Creating an Admission Application

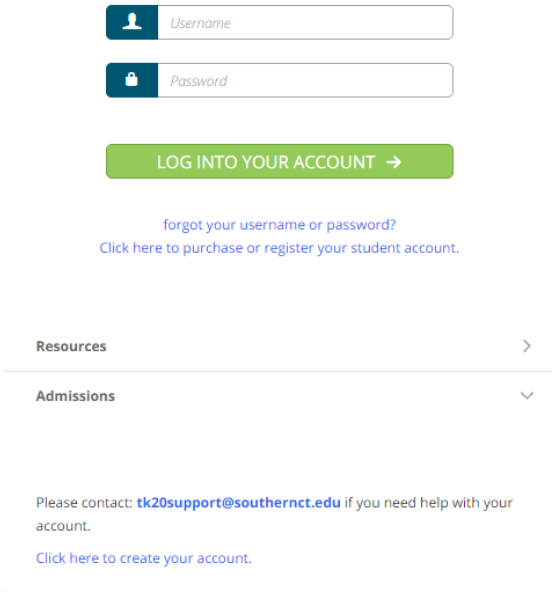
Go to the Tk20 login page at: **https://southernct.tk20.com**
You need to create a free Tk20 Admissions account (not the same as a purchased student account)

1. At the bottom of the login page, click on **Admissions** and
2. **"Click here to create your account"**

1.



2.



Create an Applicant Account

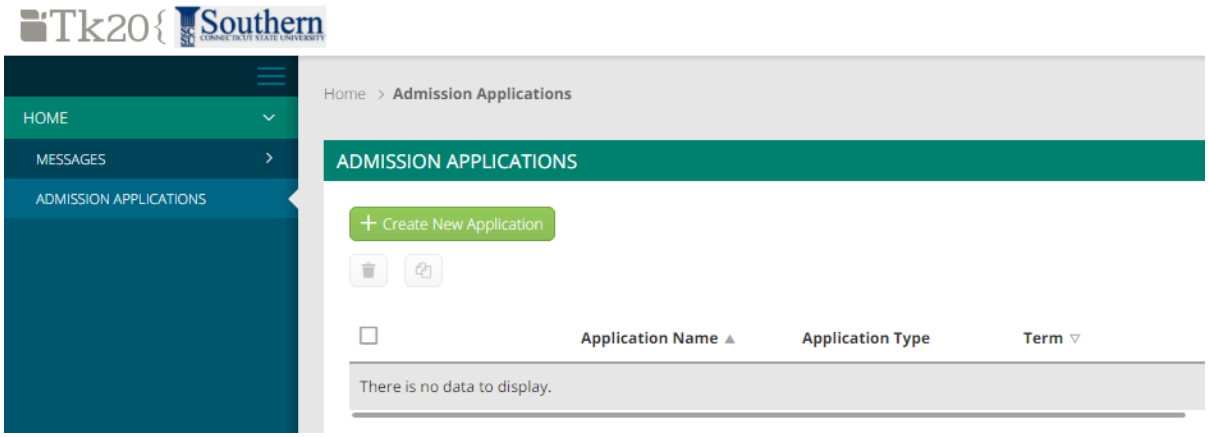
- Create an applicant account by completing the form shown and click on the green "**Submit**" button at the bottom of the page.
- You will be given your new username on the following screen. ***Write down your username and password***. Return to the Login page and login with the username and the password you just created.

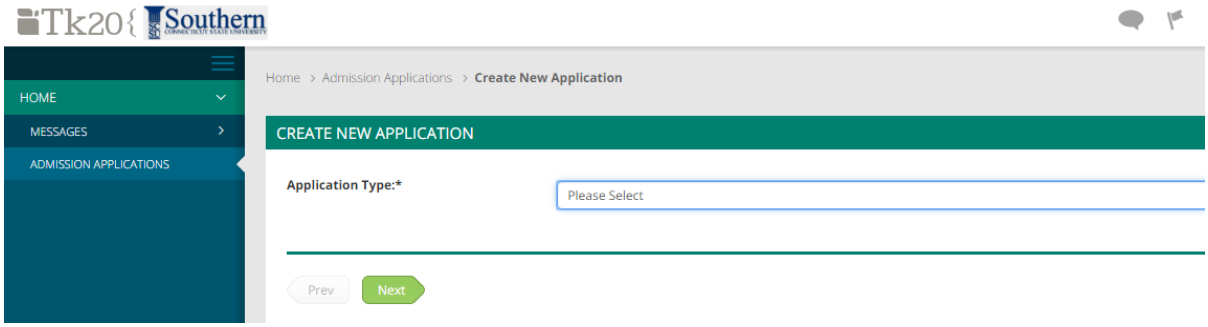
Help Resources

Please email any questions you have to: tk20support@southernct.edu
Go to: **southernct.edu/tk20** and click on Student Quick Guides in the left side menu
Tk20 has step-by-step tutorials, which can be accessed by clicking on **Help** in the upper right corner of the page.

Create an Application

- Click on the green **+ Create New Application** button and click ***Please Select*** in the drop-down box.
- Select application for the program you are applying for and click on the green **Next** button.





- There is no Checklist to be completed, so click on the green **Next** button again.
- Complete the application. Any fields with an asterisk (*) must be filled in before you submit.
- To attach a file click on the **Select Files** button to search for file(s) on your computer.
- You do not have to complete the application at one time.
- You can save your work and return to it at a later time. There is a **Save** button at the bottom of the application. If you close without saving you may lose some of your work.
- When the application is complete, click on the green **Create** button at the bottom of the page to submit your application for final review.

Return to a Saved Application

- Click on **ADMISSION APPLICATIONS** in the left side menu to display a list of all application forms you have created.
- Click the blue name of the application you wish to edit.

Recall a Submitted Application

If you need to make a change to a submitted application, you can recall it until it enters the review stage and is locked by a reviewer.

- Click on **ADMISSION APPLICATIONS** in the left side menu to display a list of all application forms you have created.
- Click the blue name of the application you wish to recall.
- Click the **Recall** button in the top right-hand corner of the page to re-open the application.