



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.

LOG INTO YOUR ACCOUNT →

[forgot your username or password?](#)
[Click here to purchase or register your student account.](#)

Resources

Welcome to Tk20 at Southern Connecticut State University!



Graphite, the newest version of Tk20, is here.
The look is new but the steps are the same, and your username and password remain the same.

For questions regarding this system, please contact your system administrator.

Administrator: User Support
Email: tk20support@southernct.edu
Phone:

Admissions

2.

LOG INTO YOUR ACCOUNT →

[forgot your username or password?](#)
[Click here to purchase or register your student account.](#)

Resources

Admissions

Please contact: tk20support@southernct.edu if you need help with your account.

[Click here to create your account.](#)

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

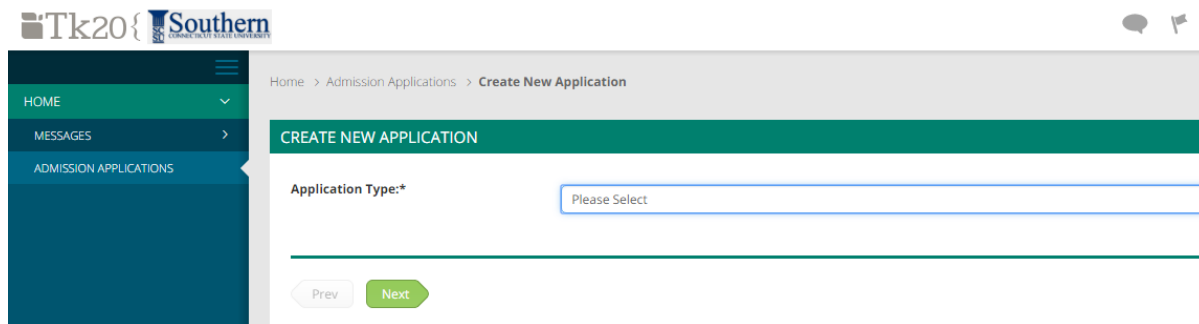
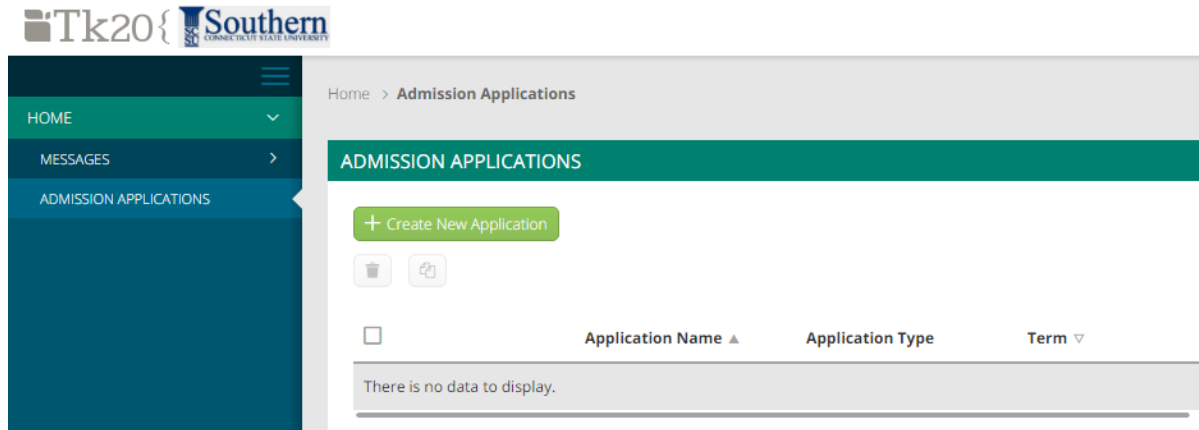
Please email any questions you have to: tk20support@southernct.edu

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.

