# How to complete an Admissions Application in Tk20

Notes: this process is for advanced or graduate programs where candidates need to complete an application to the program. Ideally, this is completed before the candidate enrolls in graduate courses at SHSU.

This is a 2 step process:

(1) The candidate creates an admissions account since they likely do not have an SHSU username or password at the time of application.

(2) The candidate completes an application, uploading required documents before submitting.  These documents often include teaching service records, SBEC certifications, resumes, or other admissions documents.  Candidates are advised to have all of the required documents ready to upload (usually in PDF or JPG format) prior to beginning the application. Contact the program you are seeking entry to for a full list of required uploaded documents.

After being admitted and enrolling at SHSU, the candidate will use their student credentials to complete required Tk20 assignments or other applications.  The admissions application will not be used after enrolling.

## Step 1: Create an Admissions Application Account (Username and Password)

Point your internet browser (preferably not MS Internet Explorer or MS Edge) to the Tk20 login screen:

https://tk20.shsu.edu  -- it will redirect you to the login screen
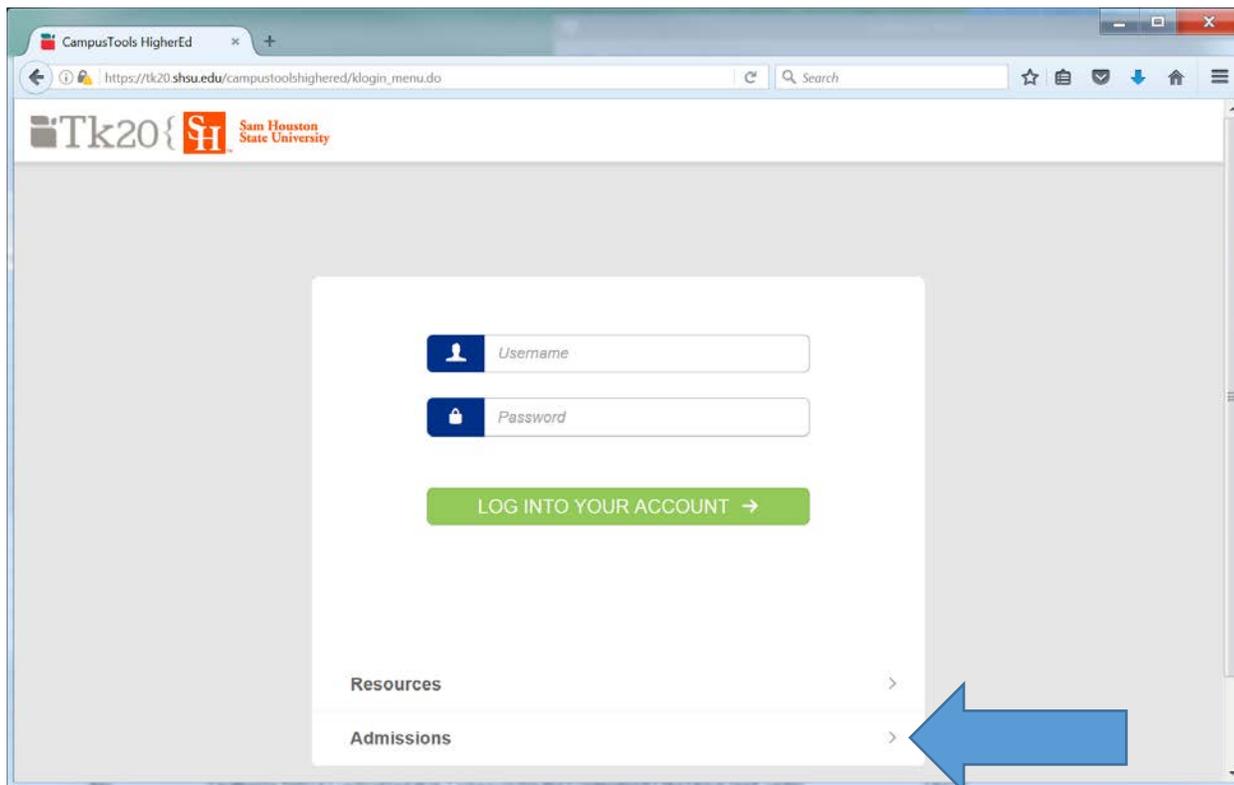


Click on the Admissions link, then "Click here to create your account."

Complete the form. *For this demo, our person is Cassidy Candidate who wants to be a school principal.*
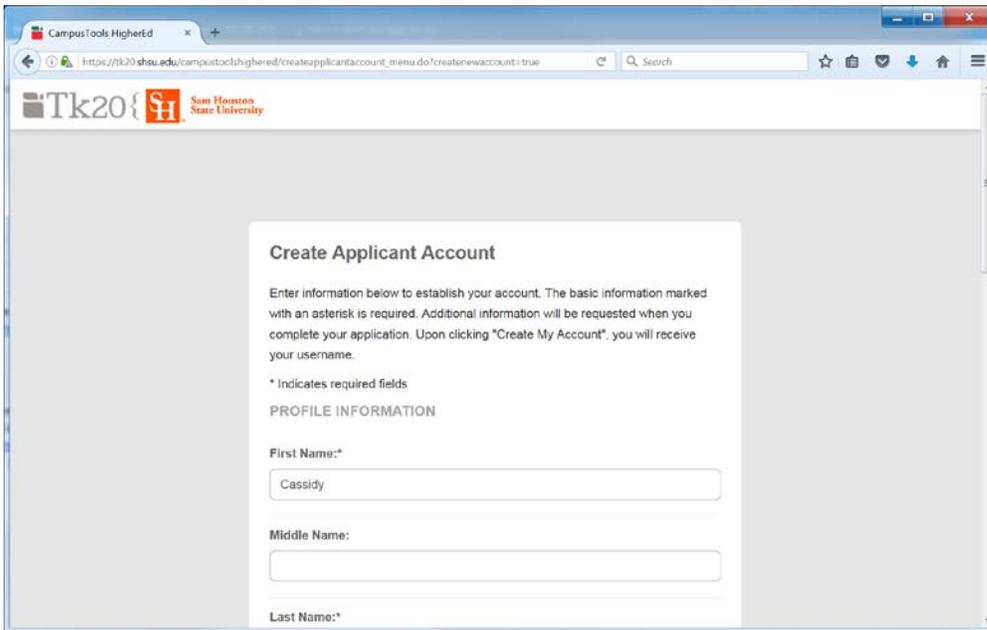


You will need to create a password. Here are the requirements:

(1) MUST contain a minimum of 6 letters and no more than 8 letters. (2) MUST not exceed 12 characters. (3) MAY contain numbers. (4) MAY contain special characters (!@#$%^&*?><:"|}{[]';.,-_=+:/\).


All passwords are case-sensitive.

*Write down your password! You will use it in the next step – especially if you plan to complete the application at a later date or time – write down your password!*

You will be given your Admissions Application Username. This will only be used during the admissions process – after enrolling you will use your SHSU student username and password to complete Tk20 requirements.
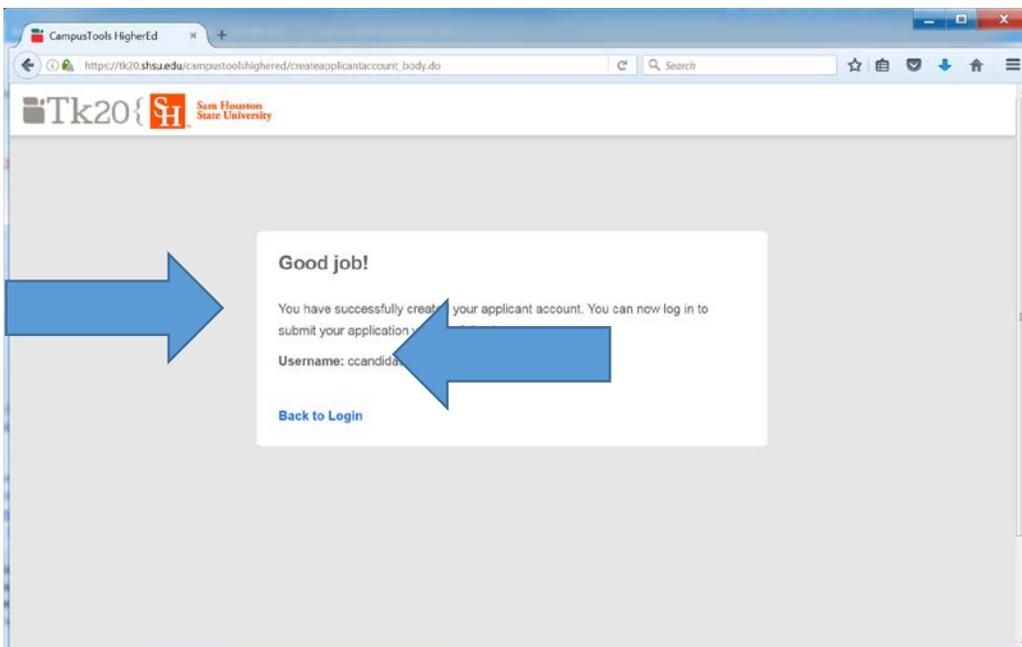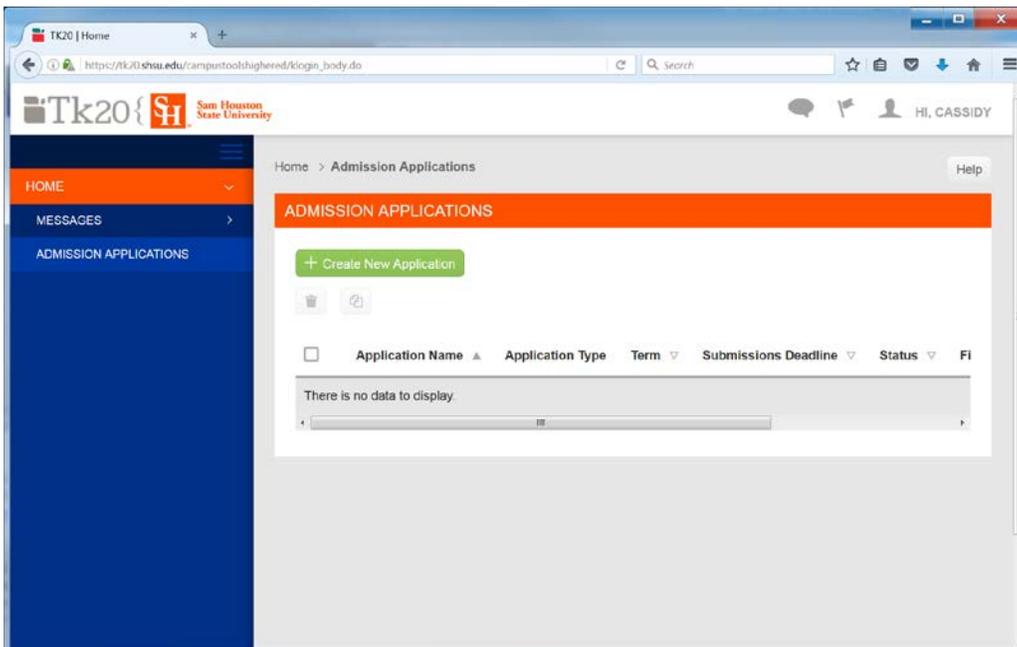


Click Back to Login.

Enter your password, then click LOG INTO YOUR ACCOUNT
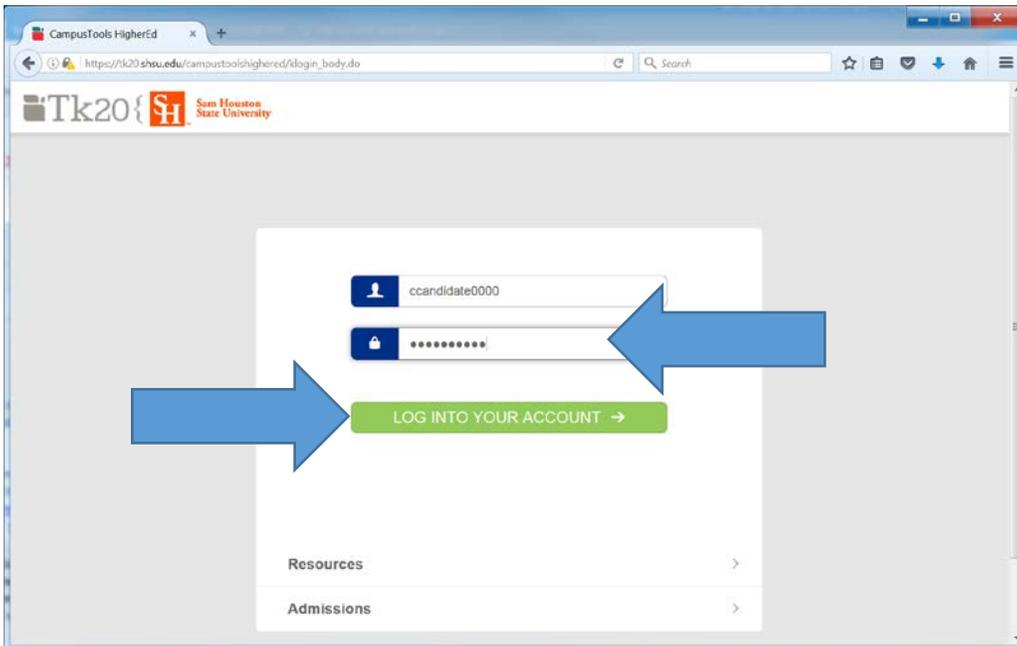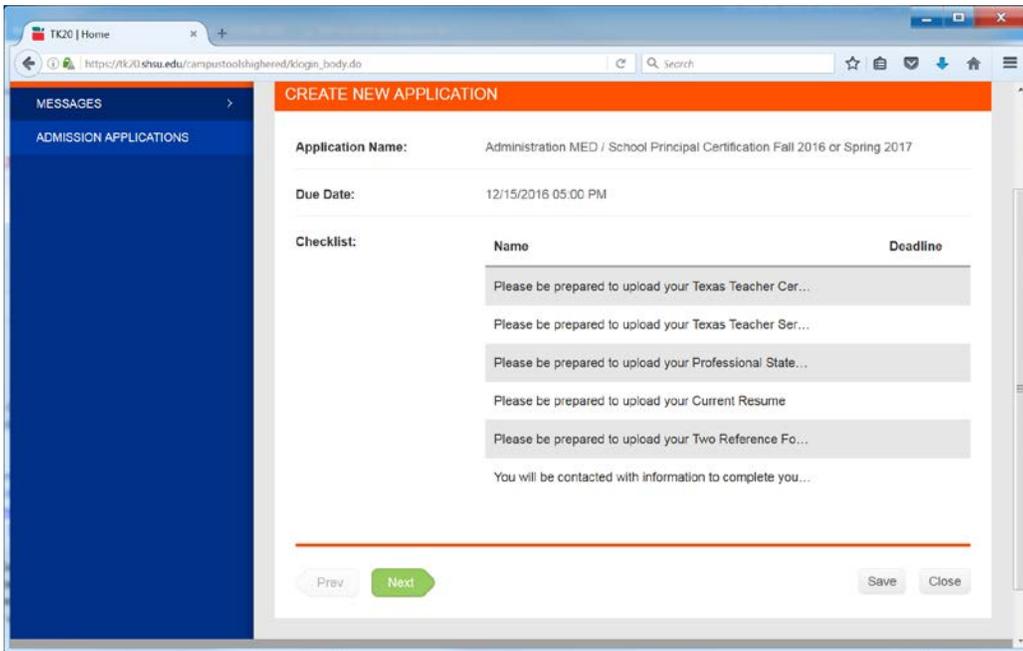


## Step 2: Create an Admissions Application.

Click Create New Application.



Choose the Application from the dropdown, then click Next.

Again, for this demonstration, Cassidy will be applying to the Administration MEd and Principal program.

You will see the Application Name, the Due Date, and a Checklist.



Try to have all of the required uploads ready to go at the time you apply. The program coordinator should have this list. For our example, the Principal program requires uploading the following:

Texas Teacher Certification

Texas Teacher Service Record

Professional Statement

Current Resume



Cassidy has these in a folder so she is ready to proceed.

*Your program may have different requirements!*

Click Next.

Complete the Application.

Use the radio buttons, check boxes, text boxes, and make sure to read and understand external links to, for example the Texas Code of Ethics for Educators.



Upload any required documents.

You may browse or use drag and drop to upload your documents.



Complete the Application and the click CREATE and OK to confirm.

Your Admissions Application will appear with "Review in Progress" as the status.
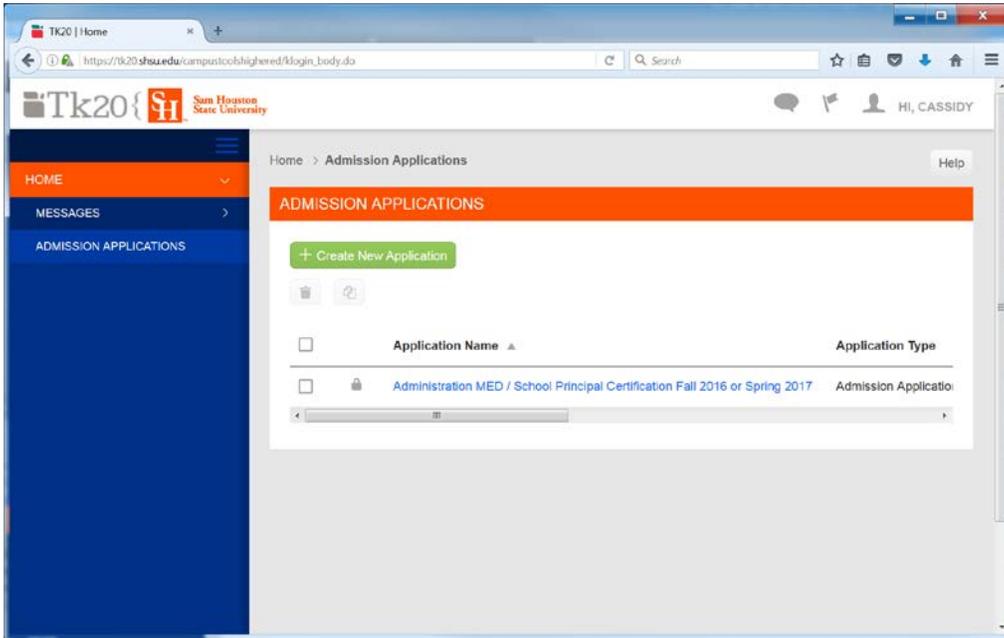


Any additional communications will likely come directly from the department or program directly to you via email. This may include questions about documents or details about how to complete an entrance interview. Please pay attention to your email so your application is not held up unnecessarily.

If you have questions about the content of your application (for example: "What do I do if I do not live in Texas?"), please contact the program and they will assist you with completing your application.

If you have questions on competing the application from a Tk20 / general point of view (example: "I've forgotten my password…") please contact the Tk20 support team: tk20@shsu.edu or call 936-294-4070.