



# Applying/Re-applying to TEP via TK20

# What you will need to apply

- ▶ A computer with internet access and your UNA portal log in credentials
- ▶ Current Proof of Professional Liability Insurance which includes the effective and expiration dates, saved as a PDF
- ▶ Thoroughly review the Alabama code of ethics which can be found at the following link:  
[https://www.alsde.edu/sec/ee/Documents/Alabama\\_Educator\\_Code\\_of\\_Ethics.pdf](https://www.alsde.edu/sec/ee/Documents/Alabama_Educator_Code_of_Ethics.pdf)
- ▶ Have completed 30 credit hours of General Studies coursework
- ▶ Know your TCH Number. This is also called a Teacher Number or ALSDE ID. This can be found on your original background check clearance letter from the state or at the following site (be sure to include all 3 letters, all dashes, and all 8 numbers):  
<https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>

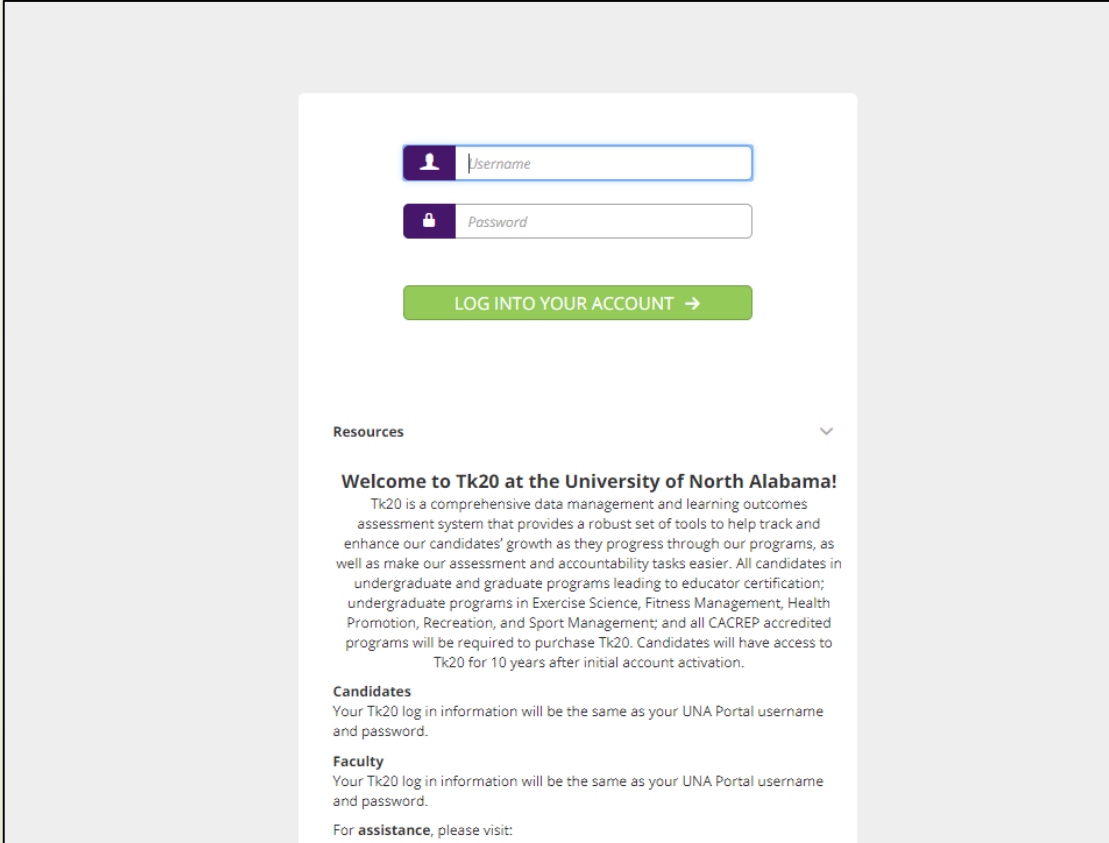


**IMPORTANT:**

Only have one window or tab with TK20 open in your web browser at any given time. Having multiple windows or tabs of TK20 open at the same time will cause major issues.

# Step 1: Log into TK20

- Go to the URL <https://una.tk20.com>
- Enter in your UNA login credentials



The screenshot shows the login interface for TK20 at the University of North Alabama. It includes a username field, a password field, and a green button labeled 'LOG INTO YOUR ACCOUNT' with a right-pointing arrow. Below the login form is a 'Resources' section with a downward arrow icon. The 'Resources' section contains a 'Welcome to Tk20 at the University of North Alabama!' heading, followed by a paragraph describing the system's purpose. Below this are sections for 'Candidates' and 'Faculty', each providing information about login credentials. At the bottom, there is a line for 'For assistance, please visit:' followed by a partially visible URL.

**Resources** ▾

**Welcome to Tk20 at the University of North Alabama!**

Tk20 is a comprehensive data management and learning outcomes assessment system that provides a robust set of tools to help track and enhance our candidates' growth as they progress through our programs, as well as make our assessment and accountability tasks easier. All candidates in undergraduate and graduate programs leading to educator certification; undergraduate programs in Exercise Science, Fitness Management, Health Promotion, Recreation, and Sport Management; and all CACREP accredited programs will be required to purchase Tk20. Candidates will have access to Tk20 for 10 years after initial account activation.

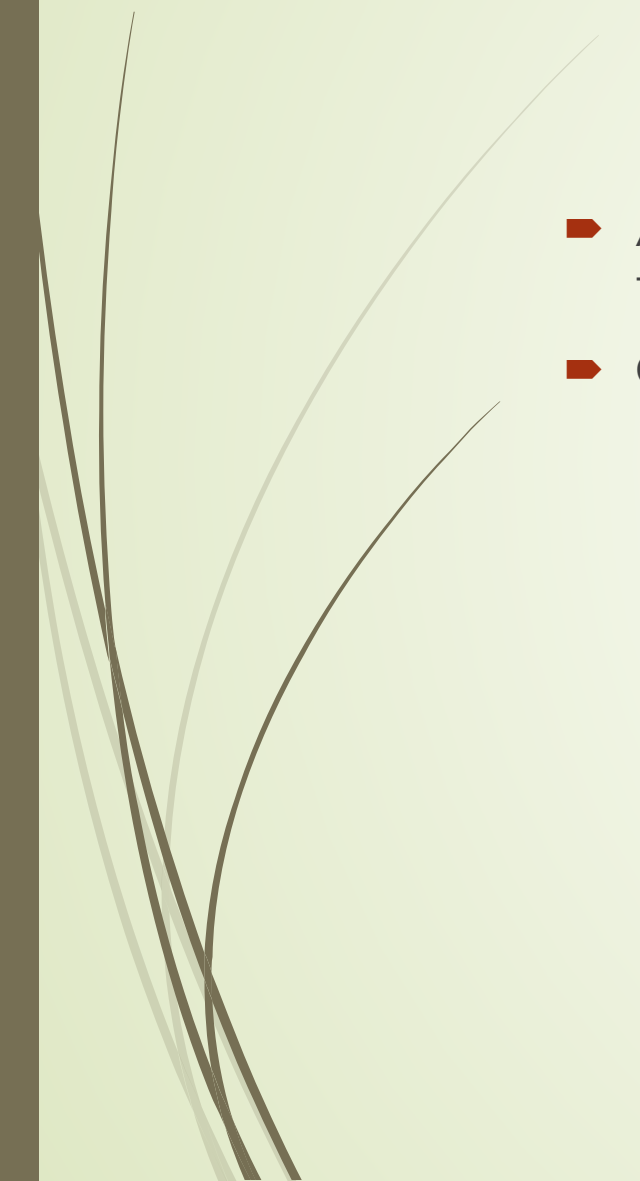
**Candidates**  
Your Tk20 log in information will be the same as your UNA Portal username and password.

**Faculty**  
Your Tk20 log in information will be the same as your UNA Portal username and password.

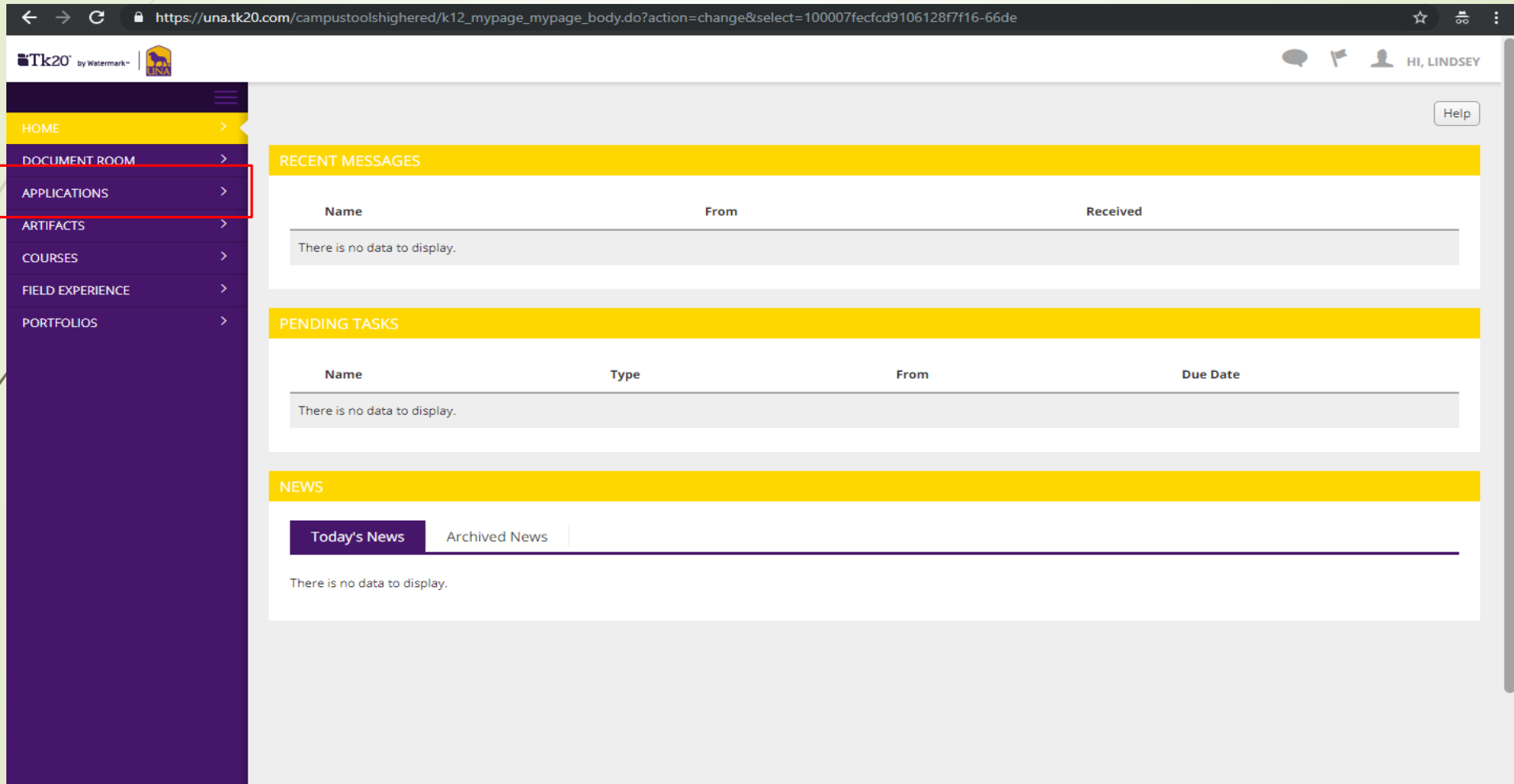
For **assistance**, please visit:  
<https://una.tk20.com>



## Step 2: Go to Applications

- ▶ After you log in, you will be taken to a home page. On the left hand side of the screen you will see a purple menu.
  - ▶ Click on “APPLICATIONS”
- 

# Step 2: Go to Applications



The screenshot shows the Tk20 web application interface. The browser address bar displays the URL: [https://una.tk20.com/campustoolshighered/k12\\_mypage\\_mypage\\_body.do?action=change&select=100007fecfd91061287f16-66de](https://una.tk20.com/campustoolshighered/k12_mypage_mypage_body.do?action=change&select=100007fecfd91061287f16-66de). The page header includes the Tk20 logo, the UNA logo, and the user name "HI, LINDSEY". A "Help" button is located in the top right corner.

The left sidebar contains a navigation menu with the following items:

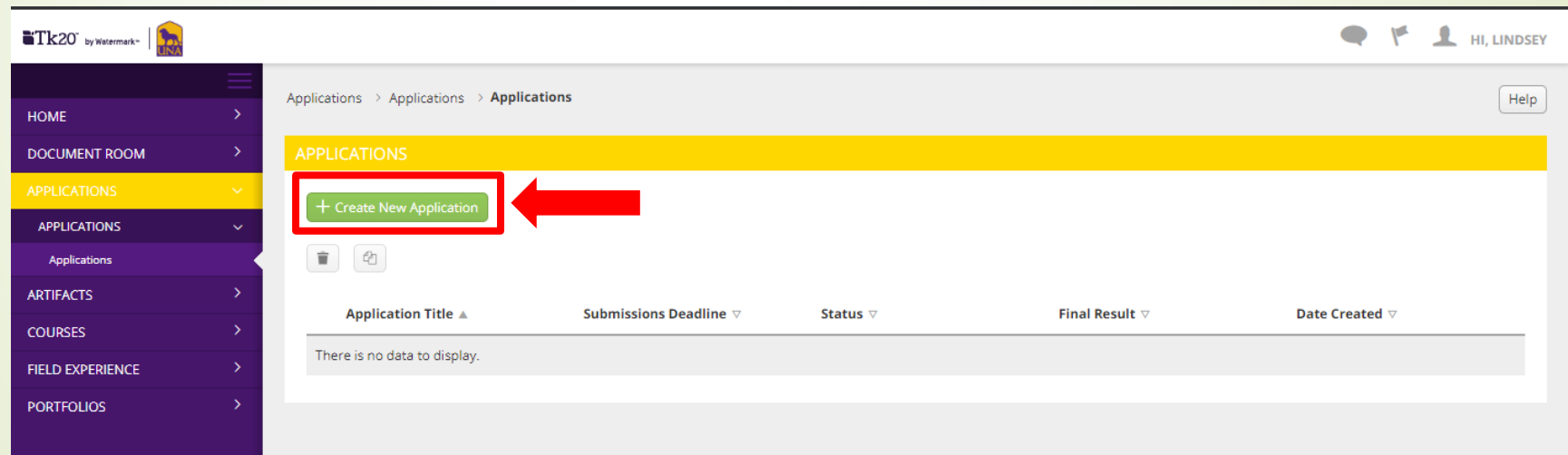
- HOME
- DOCUMENT ROOM
- APPLICATIONS
- ARTIFACTS
- COURSES
- FIELD EXPERIENCE
- PORTFOLIOS

A red arrow points to the "APPLICATIONS" menu item, which is highlighted with a red box. The main content area is divided into three sections:

- RECENT MESSAGES**: A table with columns "Name", "From", and "Received". The table is empty, displaying "There is no data to display."
- PENDING TASKS**: A table with columns "Name", "Type", "From", and "Due Date". The table is empty, displaying "There is no data to display."
- NEWS**: A section with tabs for "Today's News" and "Archived News". The content area is empty, displaying "There is no data to display."

# Step 3: Select “+ Create New Application”

- When you click on “APPLICATIONS” you will be navigated to a new view.
- Select the green button that says “+ Create New Application”



The screenshot displays the Tk20 by Watermark LUNA interface. On the left is a dark purple navigation sidebar with the following menu items: HOME, DOCUMENT ROOM, APPLICATIONS (highlighted in yellow), APPLICATIONS (with a dropdown arrow), Applications (with a dropdown arrow), ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The main content area has a white header with the breadcrumb "Applications > Applications > Applications" and a "Help" button. Below the breadcrumb is a yellow header bar labeled "APPLICATIONS". Underneath this bar is a green button with a white plus sign and the text "+ Create New Application", which is highlighted with a red rectangular box and a red arrow pointing to it from the right. Below the button are two small icons: a trash can and a refresh symbol. Below these icons is a table header with the following columns: "Application Title", "Submissions Deadline", "Status", "Final Result", and "Date Created". The table body is empty and contains the text "There is no data to display."

# Step 4: Choose the correct Application

- After you click the green button, a new view will appear. Here you will select the type of application you want to create from a drop down menu.
- Click the down arrow to access the menu.
- If you are a first time applicant, Select “Initial Application for Admission to Undergraduate TEP”
- If you are re-applying, select “Re-application for Admission the Undergraduate TEP”
- Click the green “Next” button.

Applications > Applications > Applications > Create New Application

Help

CREATE NEW APPLICATION

Choose the application type that you would like to create and submit: Please Select

Prev Next Cancel

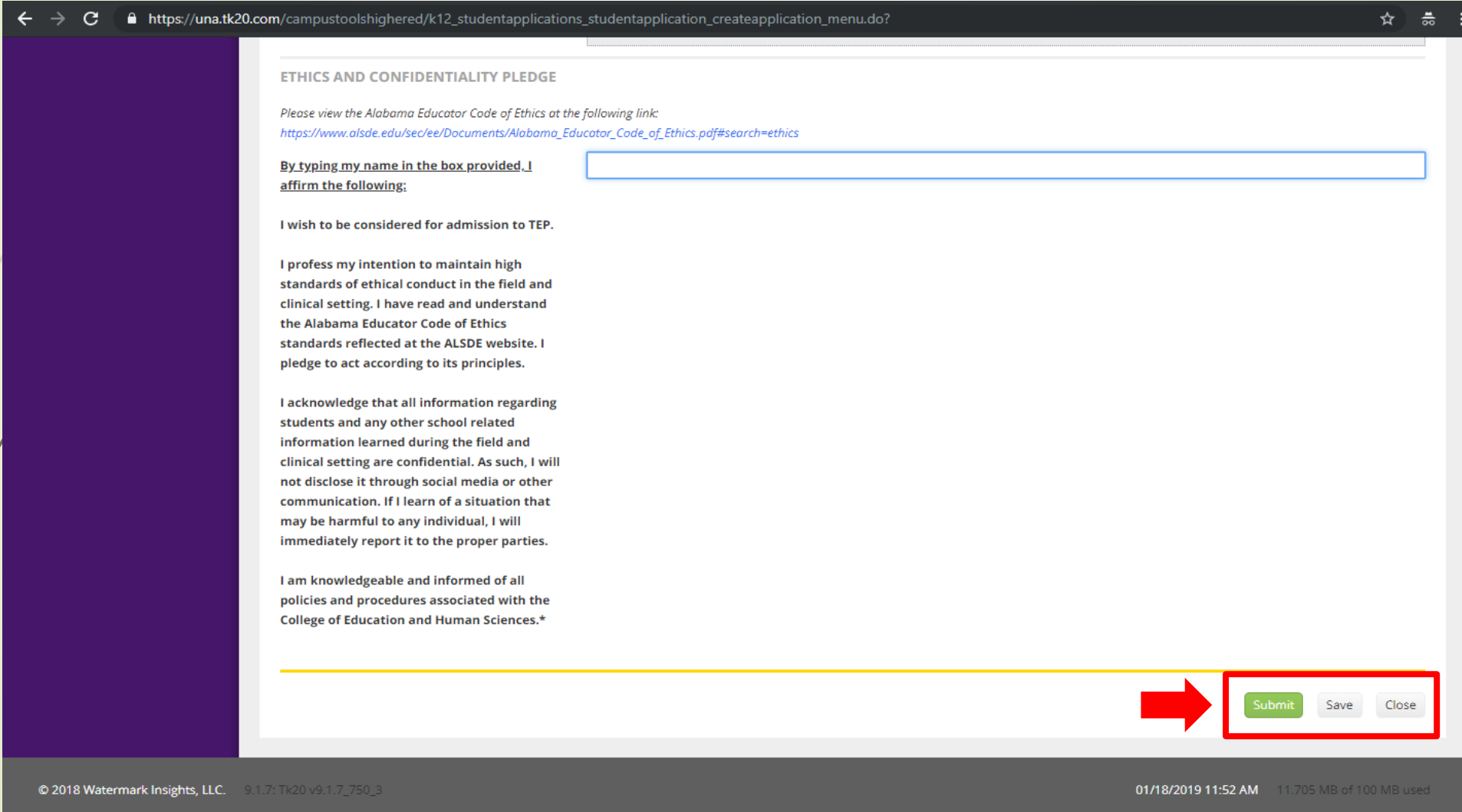




# Step 5: Fill out the application

- ▶ After you click “Next”, the screen will take you to the application form.
- ▶ Be sure to read the whole application as it will provide all the information you need to know for completing the application.
- ▶ NOTE: Any field with an asterisk (\*) is required. You will not be able to submit the application until all required fields have been answered.
- ▶ At the bottom of the application, you will see 3 buttons. The first is a green “Submit” button, the second is a gray “Save” button, and the third is a gray “Close” button.
  - ▶ “Submit” is used when you are 100% done with the application and wish for it to be reviewed.
  - ▶ “Save” will allow you to save your work and come back to the application later
  - ▶ “Close” will ask you if you want to save before closing the application and taking you back to the view from step 3 but you will now see the application you were working on, if you saved work.

# Step 5: Fill out the application



The screenshot shows a web browser window with the URL [https://una.tk20.com/campustoolshighered/k12\\_studentapplications\\_studentapplication\\_createapplication\\_menu.do?](https://una.tk20.com/campustoolshighered/k12_studentapplications_studentapplication_createapplication_menu.do?). The page title is "ETHICS AND CONFIDENTIALITY PLEDGE".

Please view the Alabama Educator Code of Ethics at the following link:  
[https://www.alsde.edu/sec/ee/Documents/Alabama\\_Educator\\_Code\\_of\\_Ethics.pdf#search=ethics](https://www.alsde.edu/sec/ee/Documents/Alabama_Educator_Code_of_Ethics.pdf#search=ethics)

By typing my name in the box provided, I affirm the following:

I wish to be considered for admission to TEP.

I profess my intention to maintain high standards of ethical conduct in the field and clinical setting. I have read and understand the Alabama Educator Code of Ethics standards reflected at the ALSDE website. I pledge to act according to its principles.

I acknowledge that all information regarding students and any other school related information learned during the field and clinical setting are confidential. As such, I will not disclose it through social media or other communication. If I learn of a situation that may be harmful to any individual, I will immediately report it to the proper parties.

I am knowledgeable and informed of all policies and procedures associated with the College of Education and Human Sciences.\*

At the bottom right, there are three buttons: "Submit" (highlighted with a red box and a red arrow), "Save", and "Close".

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# Step 6: Submitting the application

- ▶ Once all of the required fields have been accurately filled out, you are ready to submit your application for review.
- ▶ Click “Submit”. A dialog box will appear either stating that not all required fields are completed if you missed something or it will ask if you are sure you are ready to submit. Click “OK”.
- ▶ You will receive an automated e-mail to your UNA e-mail address from TK20 informing you that your application has been submitted.
- ▶ At this point, be sure to check your UNA e-mail and TK20 as these will be the way application reviewers will communicate with you regarding your application.

**Please see our website at the following link for the current application due date and time:**

<https://www.una.edu/education/educator-preparation/applying-to-tepgtep.html>



# Questions, Comments, & Concerns

- ▶ If you have any questions or run into any issues with the application process or TK20 please don't hesitate to contact the UNA TK20 Administrator. The Administrator will serve as your first point of contact for TK20 technical issues.
- ▶ If the administrator is unavailable, you can contact Watermark customer support.

UNA TK20 Administrator  
e-mail: [tk20@una.edu](mailto:tk20@una.edu)  
Phone: 256-765-4363

Watermark Customer Support  
Help Desk: <https://helpdesk.tk20.com/>  
e-mail: [support@watermarkinsights.com](mailto:support@watermarkinsights.com)  
Phone: 1-800-311-5656

- ▶ If you have questions about the requirements for admission, please contact the Certification Specialist.

Ms. Sarah Beth Hester  
Certification Specialist  
e-mail: [shester3@una.edu](mailto:shester3@una.edu)  
Phone: 256-765-4860