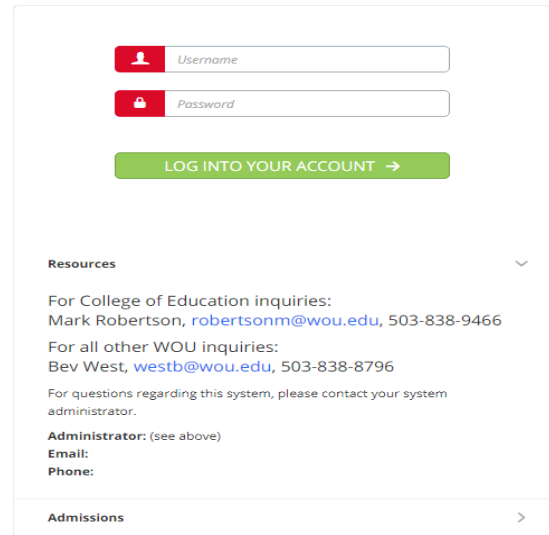


Student Quick Guide – Creating an Admissions Application

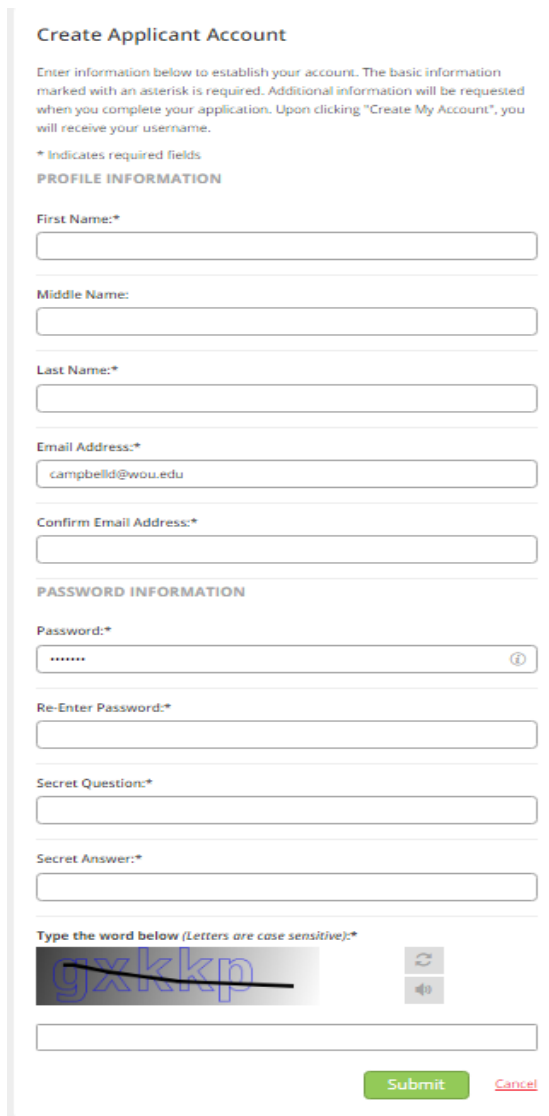
Go to the TK20 login page at: <https://wou.tk20.com>

You need to create a free TK20 Admissions account
(not the same as a WOU student account.)



The image shows the TK20 login page. It features a username field with a person icon, a password field with a lock icon, and a green button labeled "LOG INTO YOUR ACCOUNT" with a right-pointing arrow. Below the login fields is a "Resources" section with a downward arrow, containing contact information for Mark Robertson and Bev West, and a note about contacting the system administrator. At the bottom is an "Admissions" section with a right-pointing arrow.

At the bottom of the login page, click on Admissions
Then click "Click here to create your account" link.
This will bring up the Create Applicant Account page



The image shows the "Create Applicant Account" page. It includes a heading, a paragraph of instructions, and a note about required fields. The form is divided into "PROFILE INFORMATION" and "PASSWORD INFORMATION" sections. The profile section includes fields for First Name, Middle Name, Last Name, Email Address, and Confirm Email Address. The password section includes fields for Password, Re-Enter Password, Secret Question, and Secret Answer. At the bottom, there is a CAPTCHA field with the word "gxkkip" and a "Submit" button.

Click the  button.

Once you have submitted the form you will be brought back to the log in page with your new username already filled in. Type in your password to log in. Write down your username and password, keep it in a safe place.

CREATING AN APPLICATION

Click on the green “Create New Application”, and click *Please Select* in the drop-down box.

Select the application for the program you are applying for and click the green “Next” button.

There is no Chcklist 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 your application.

To attach a file where needed on the application, click on the “Select Files” button to load files from 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 form.

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 SAVED APPLICATION

Click on the “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.

QUESTIONS REGARDING THE TK20 application process, please email Olivia Flores at floreso@wou.edu