



**TK20 by Watermark
Social Work
Field Placement Application Guide**

WCU TK20 Office

Recitation Hall

610-436-2085

Tk20@wcupa.edu

<https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx>

Watermark Helpdesk

1-800-311-5656

support@watermarkinsights.com

July 2020 v.9.2.4

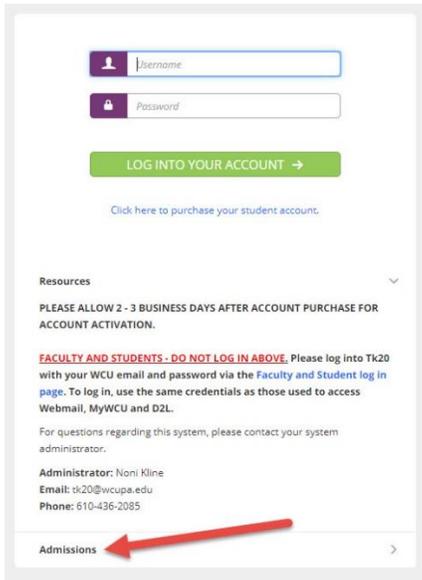
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HOW TO COMPLETE A SOCIAL WORK FIELD PLACEMENT APPLICATION

When using Tk20 to complete your Social Work Field Placement Application, we recommend using either Google Chrome or Safari as your internet browser. **DO NOT use Internet Explorer.** **PLEASE NOTE: You DO NOT have to purchase a Tk20 account to complete your Social Work Field Placement Application.**

1. First, you will need to create an Admissions Application account. To do so, go to <https://wcupa.tk20.com>.
2. Click on the 'Admissions' tab.



Username

Password

LOG INTO YOUR ACCOUNT →

[Click here to purchase your student account.](#)

Resources

PLEASE ALLOW 2 - 3 BUSINESS DAYS AFTER ACCOUNT PURCHASE FOR ACCOUNT ACTIVATION.

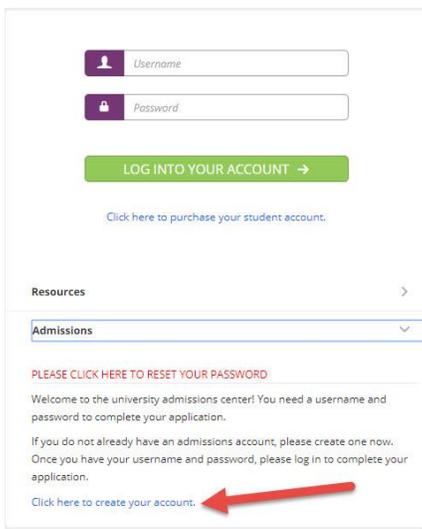
FACULTY AND STUDENTS - DO NOT LOG IN ABOVE. Please log into Tk20 with your WCU email and password via the [Faculty and Student log in page](#). To log in, use the same credentials as those used to access Webmail, MyWCU and D2L.

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

Administrator: Noni Kline
Email: tk20@wcupa.edu
Phone: 610-436-2085

Admissions

3. Then, click on the blue 'Click here to create your account' link.



Username

Password

LOG INTO YOUR ACCOUNT →

[Click here to purchase your student account.](#)

Resources

Admissions

PLEASE CLICK HERE TO RESET YOUR PASSWORD

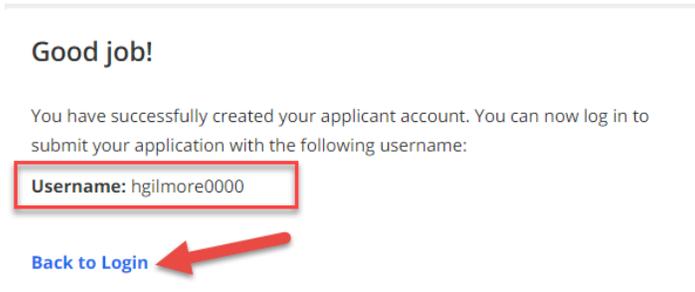
Welcome to the university admissions center! You need a username and password to complete your application.

If you do not already have an admissions account, please create one now. Once you have your username and password, please log in to complete your application.

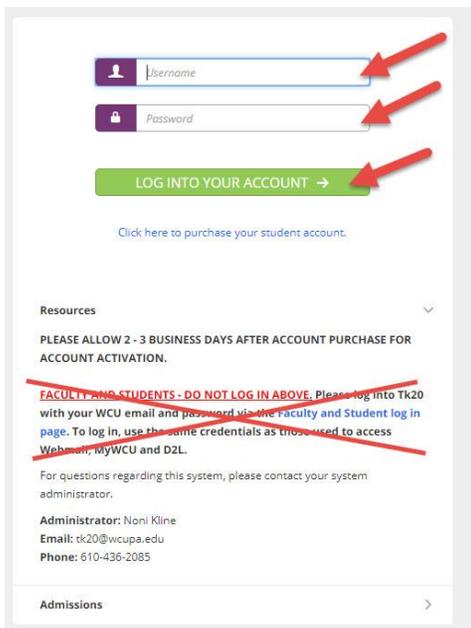
[Click here to create your account.](#)

4. Complete the fields marked with an asterisk (*) and fill in the CAPTCHA word as directed.

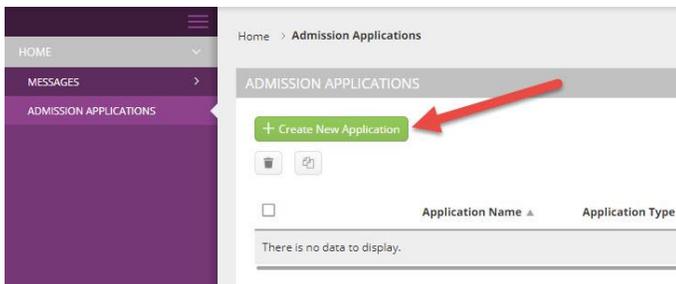
- Then, click the green **'Submit'** button.
- A confirmation pop up will appear. **Remember your Tk20 admissions application username and password!** You will use these credentials to log in to your new admissions application Tk20 account. **You will NOT log into Tk20 with your WCU email and password.** Click the blue **'Back to Login'** link.



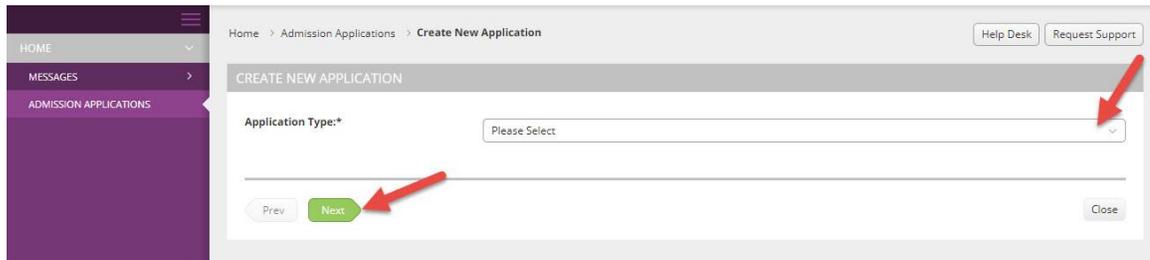
- Enter your Tk20 admissions application username and password at the top of the page and then click **'Log into your account'**. **DO NOT log in using the Faculty and Student Log In below.**



- Click on the green **'Create New Application'** button



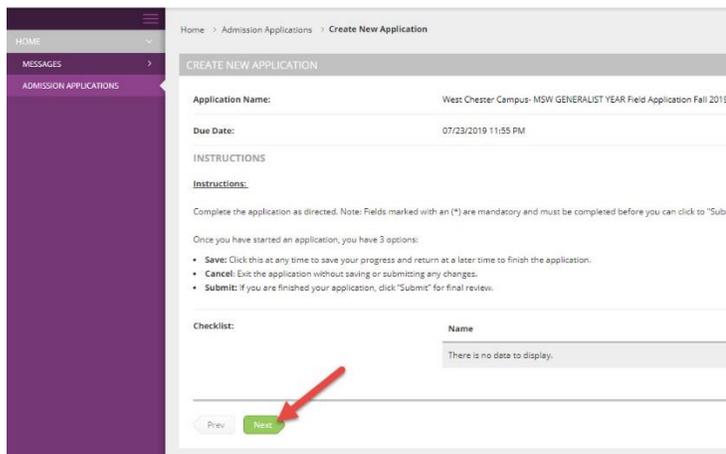
9. From the Application Type dropdown menu, select the application you want to complete and then click 'Next'.



The screenshot shows a web application interface for creating a new application. On the left is a purple sidebar with navigation options: HOME, MESSAGES, and ADMISSION APPLICATIONS. The main content area is titled 'CREATE NEW APPLICATION' and includes a breadcrumb trail: Home > Admission Applications > Create New Application. In the top right corner, there are links for 'Help Desk' and 'Request Support'. The 'Application Type:*' field is a dropdown menu currently showing 'Please Select'. Below this field are three buttons: 'Prev', 'Next', and 'Close'. A red arrow points to the 'Next' button, and another red arrow points to the dropdown menu.

Note: If you do NOT see the name of the application you need to complete, you may be attempting to complete the application AFTER its due date has passed, or the application may not be active yet. Contact your field director for assistance.

10. Click 'Next' again.



The screenshot shows the 'CREATE NEW APPLICATION' form after the application type has been selected. The form displays the following information: 'Application Name: West Chester Campus- MSW GENERALIST YEAR Field Application Fall 2019' and 'Due Date: 07/23/2019 11:55 PM'. Below this is an 'INSTRUCTIONS' section with a sub-section for 'Instructions:' containing the text: 'Complete the application as directed. Note: Fields marked with an (*) are mandatory and must be completed before you can click to "Submit"'. It also states: 'Once you have started an application, you have 3 options:'. A bulleted list follows: '• Save: Click this at any time to save your progress and return at a later time to finish the application.', '• Cancel: Exit the application without saving or submitting any changes.', and '• Submit: If you are finished your application, click "Submit" for final review.'. Below the instructions is a 'Checklist:' section with a table header 'Name' and a single row containing the text 'There is no data to display.'. At the bottom of the form are the 'Prev', 'Next', and 'Close' buttons. A red arrow points to the 'Next' button.

11. Complete the application as directed. All fields marked with an (*) are mandatory and must be completed in order to submit the application.

12. Once you have started an application, click either:
- **Save:** To save your work and come back to it later.
 - **Submit:** To submit your completed application for review.
 - **Close:** Exit the application without saving or submitting any changes.

HOW TO RETURN TO A SAVED APPLICATION (NOT SUBMITTED)

1. Log into Tk20 with your admissions application username and password. **You will NOT log in with your WCU email and password. DO NOT log in using the Faculty and Student Log In below.**

Username

Password

LOG INTO YOUR ACCOUNT →

[Click here to purchase your student account.](#)

Resources

PLEASE ALLOW 2 - 3 BUSINESS DAYS AFTER ACCOUNT PURCHASE FOR ACCOUNT ACTIVATION.

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Admissions

2. Click on the blue name of the application you want to edit.

HOME

MESSAGES

ADMISSION APPLICATIONS

Home > Admissions Applications

ADMISSION APPLICATIONS

+ Create New Application

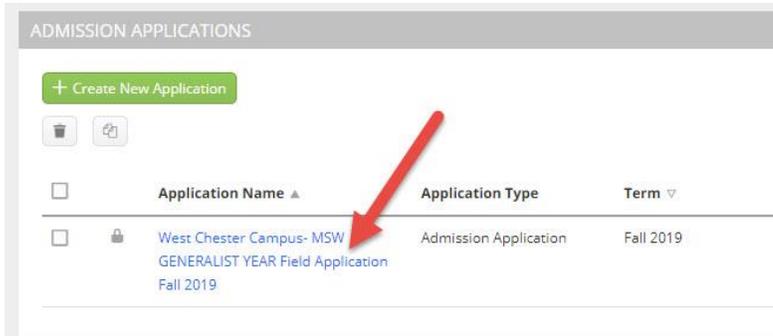
<input type="checkbox"/>	Application Name ▲	Application Type	Term ▼
<input type="checkbox"/>	West Chester Campus- MSW GENERALIST YEAR Field Application Fall 2019	Admission Application	Fall 2019

3. Click the green 'Next' button.
4. When you have completed your edits, click either 'Save' or 'Submit'.

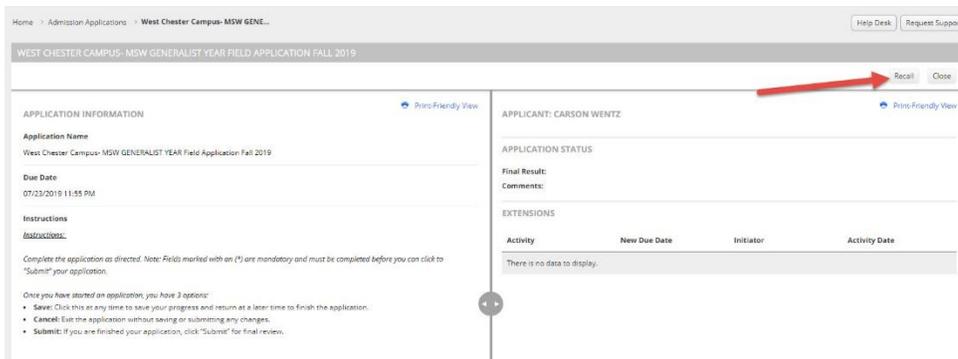
HOW TO RECALL A SUBMITTED APPLICATION

If an application has a picture of a lock to the left of the name, the application has already been submitted. If you need to edit your application or re-upload a file, you will need to recall your application. **Note:** If you are unable to recall your application, this means it is in the review process. Please contact your field director for assistance.

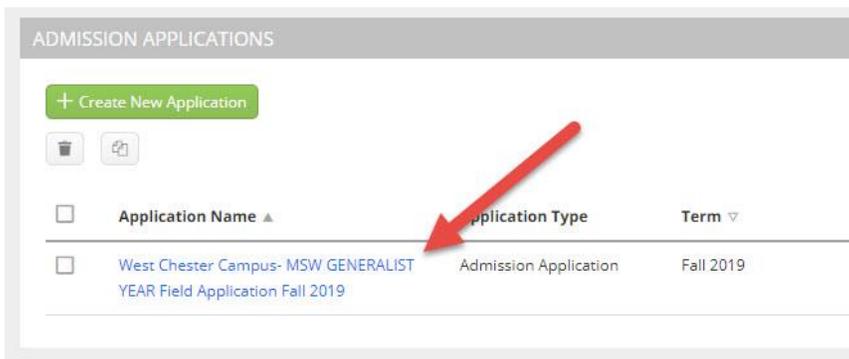
1. Click on the blue name of the application you wish to recall.



2. Click the 'Recall' button on the top right of the page. **Note:** If you are unable to recall your application, please contact your field director for assistance.



3. To edit your application or re-upload a file, click on the name of the recalled application in blue.



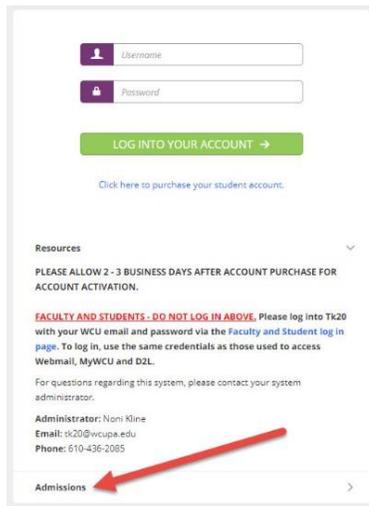
- Click the green 'Next' button.
- To re-upload a file, click the X on the far right of the title of the file you previously uploaded. This will remove the old file from the applications. Then, upload the new file.



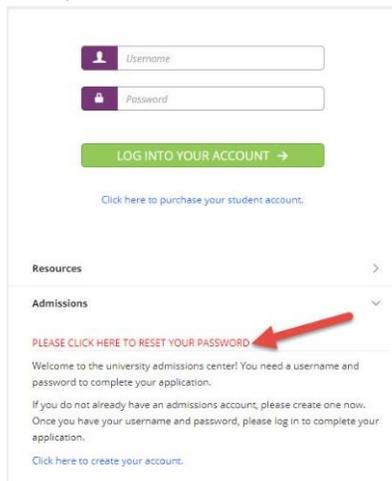
- When you have completed your edits, click either 'Save' or 'Submit'.

HOW TO RESET YOUR PASSWORD

- If you forgot your password, first click on the 'Admissions' tab.



- Then, click on the 'PLEASE CLICK HERE TO RESET YOUR PASSWORD' link in red.



3. Enter the email address you used to create your account, then press the green 'Submit' button.
4. Answer your security question that you set up when creating your account. Then click the green 'Submit' button.
5. You will receive an email from tk20@wcupa.edu confirming that your password has been reset and instructions on how to log in.