# **WEST CHESTER** UNIVERSITY

## TK20 by Watermark Social Work Field Placement Application Guide

WCU TK20 Office Recitation Hall 610-436-2085 <u>Tk20@wcupa.edu</u> https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx

> Watermark Helpdesk 1-800-311-5656 support@watermarkinsights.com

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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: <u>You DO NOT have to purchase a Tk20 account</u> to complete your Social Work Field Placement Application.

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

	Username	
-	Password	
	LOG INTO YOUR ACCOUNT →	
C	lick here to purchase your student account.	
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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.
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Resources Admissions PLEASE CLICK F Welcome to the password to co If you do not al Once you have	ERE TO RESET YOUR PASSWORD e university admissions center! You n mplete your application. ready have an admissions account, p	eed a username and lease create one now. e log in to complete yo
Resources Admissions PLEASE CLICK H Welcome to the password to co If you do not al Once you have application.	IERE TO RESET YOUR PASSWORD University admissions center! You n mplete your application. ready have an admissions account, p your username and password, pleas	eed a username and lease create one now. e log in to complete yo

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

- 5. 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 <u>NOT</u> log into Tk20 with your WCU email and password. Click the blue 'Back to Login' link.

Good job!	
You have successfully created you submit your application with the f	ur applicant account. You can now log in to following username:
Username: hgilmore0000	
Back to Login	

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

	. Username
<b>a</b>	Password
	LOG INTO YOUR ACCOUNT ->
2	lick here to purchase your student account.
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Resources PLEASE ALLOW ACCOUNT ACT FACULT PANS with your WCU page. To log in Webs dr. MyW For questions re administrator. Administrator. Email: tk20@wk	2 - 3 BUSINESS DAYS AFTER ACCOUNT PURCHASE FOR VATION. STUDENTS - DO NOT LOG IN ABOVE. Please log into Tk2 email and posteroid via over raculty and Student log in use the same credentials as those used to access CU and D2L. sgarding this system, please contact your system Noni Kline upa.edu

8. Click on the green 'Create New Application' button

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MESSAGES	>	ADMISSION APPI	LICATIONS	
DMISSION APPLICATIONS				
		+ Create New Ap	plication	
		1 C		
			Application Name 🔺	Application Typ
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9. From the Application Type dropdown menu, select the application you want to complete and then click **'Next'**.

НОМЕ		Home > Admission Applications >	Create New Application	Help Desk Request Support
MESSAGES	>	CREATE NEW APPLICATION		
ADMISSION APPLICAT	ions	Application Type:*	Please Select	
		Prev		Close

**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.

MESSAGES	CREATE NEW APPLICATION	
ADMISSION APPLICATIONS	Application Name:	West Chester Campus- MSW GENERALIST YEAR Field Application Fall 2019
	Due Date:	07/23/2019 11:55 PM
	INSTRUCTIONS	
	Instructions:	
	Complete the application as directed. Not	e: Fields marked with an (*) are mandatory and must be completed before you can click to "Sub
	Once you have started an application, you	i have 3 options:
	Save: Click this at any time to save you	r progress and return at a later time to finish the application.
	Cancel: Exit the application without sa	ving or submitting any changes.
	<ul> <li>Submit: If you are finished your applic</li> </ul>	ation, dick "Submit" for final review.
	Checklist:	Name
		There is no data to display.

- 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)

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



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



- 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.

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]		Application Name	Application Type	Term ⊽
]	۵	West Chester Campus- MSW GENERALIST YEAR Field Application	Admission Application	Fall 2019

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.

Home $ ightarrow$ Admission Applications $ ightarrow$ West Chester Campus- MSW GENE		Help Desk Request Support
WEST CHESTER CAMPUS- MSW GENERALIST YEAR FIELD APPLICATION FALL 2019		
		Recal Close
APPLICATION INFORMATION	APPLICANT: CARSON WENTZ	<ul> <li>Print-Friendly View</li> </ul>
Application Name West Chester Campus-MSW GENERALIST YEAR Field Application Fall 2019	APPLICATION STATUS	
Due Date 07/23/2019 11:55 PM	Final Result: Comments:	
Instructions Asstructions:	EXTENSIONS Activity New Due Date Initiator	Activity Date
Complete the application as directed. Note: Fields marked with an (*) are mandatory and must be completed before you can click to "Submit" your application.	There is no data to display.	
Onergieu have storted an epplication, you have 3 options? • Saved Click thin as any time to also your progress and return as a later time to finish the application. • Cancell Click the polycolation without backing or submitting any changes. • Subtent: Byou are finished your application, click "Submit for final review.		

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



- 4. Click the green 'Next' button.
- 5. 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.

	FIELD PLACEMENT & AGENCY PREFERENCE	
All placements are arran	ged by the Directors of Field Education. Students may not initiate contact with any agency to seek a placement prior to consulting with the Directors of Field Education.	
ease upload a copy of your resume*	+ Select File(s)	
	Test Doc.docx (11.2 kb)	
	There are a data film have	

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

#### HOW TO RESET YOUR PASSWORD

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



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

1	Username	
-	Password	
	LOG INTO YOUR ACCOUNT	→
c	lick here to purchase your student a	ccount.
Resources		
Resources Admissions		
Resources Admissions PLEASE CLICK HE	IRE TO RESET YOUR PASSWORD	
Resources Admissions PLEASE CLICK HE Welcome to the password to con	IRE TO RESET YOUR PASSWORD university admissions center! You ne pilete your application.	ted a username and
Resources Admissions PLEASE CLICK HI Welcome to the password to con If you do not aird Once you have y application.	RE TO RESET YOUR PASSWORD university admissions center! You ni plete your application. lady have an admissions account; pl our username and password, please	ted a username and ease create one now. I log in to complete you

- 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 <u>tk20@wcupa.edu</u> confirming that your password has been reset and instructions on how to log in.