Completing an Admissions Application for Teacher Preparation Program

Application for admission to the Teacher Preparation Program is completed through TK20 at https://tamut.tk20.com

Creating an Admissions Account

1. Click on the *Admissions* tab located at the bottom of the login page, then select the link Click here to create your account.
2. Complete any fields marked by an asterisk (*) and fill in the CAPTCHA word as directed.
3. When you are finished, click **Submit** Your username and password will be provided on the login page, and you can use these credentials to log in to your new Tk20 account.

Note: If you already have an active TK20 account, you do not need to create an admissions account. Contact your school's Tk20 Unit Administrator if you have problems with this step.

Creating an Admissions Application

To create your admissions application:
1. After you login using your admission account username and password, then select **+ Create New Application**
2. Select the **Teacher Preparation Program Application** from the drop down menu, then select **Next**
3. You will see general information and if applicable any checklist items that are required. Select **Next** to continue to the next page.
4. Complete the Application. Any fields with an asterisk (*) must be filled in before the system will let you submit.
5. Once you have started an application, you have 3 options:
   - **Submit:** This option submits your application for final review.
   - **Save:** Click this at any time to save your progress and return at a later time to finish the application.
   - **Close:** Exit the application without saving or submitting any changes.

Note: If an application has a picture of a lock by it, it has already been submitted and will need to be recalled or re-opened for editing by an administrator.

Returning to a Saved Application

To return to a saved application:
1. Click on the **Applications** tab to display a list of all application forms you have created.
2. Click the blue name of the application you wish to edit.
3. When finished editing, click **Save** or **Submit**.

Note: If an application has a picture of a lock by it, it has already been submitted and will need to be recalled or re-opened for editing by an administrator.

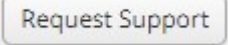## Recalling a Submitted Application

If you need to make a change to a submitted application, you can recall it unless the application review has begun.

1. Click on the **Applications** tab to display a list of the application forms you have created.
2. Click the blue name of the application you wish to recall.
3. Click the **Recall** button on the top right-hand corner of the page.
4. Make the needed changes and click **Save** or **Create.**

Note: If you are unable to recall your application, you will need to contact an administrator for help in re-opening your application for editing.

Help Resources

Tk20 Support:

Contact Tk20 Support by clicking [Request Support] after the log-in page.