



Applying/Re-applying to GTEP 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
- 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>
- Pass all required Praxis Exams. You can apply before you have passed all required exams but before you can be unconditionally admitted, all exams must be successfully completed.

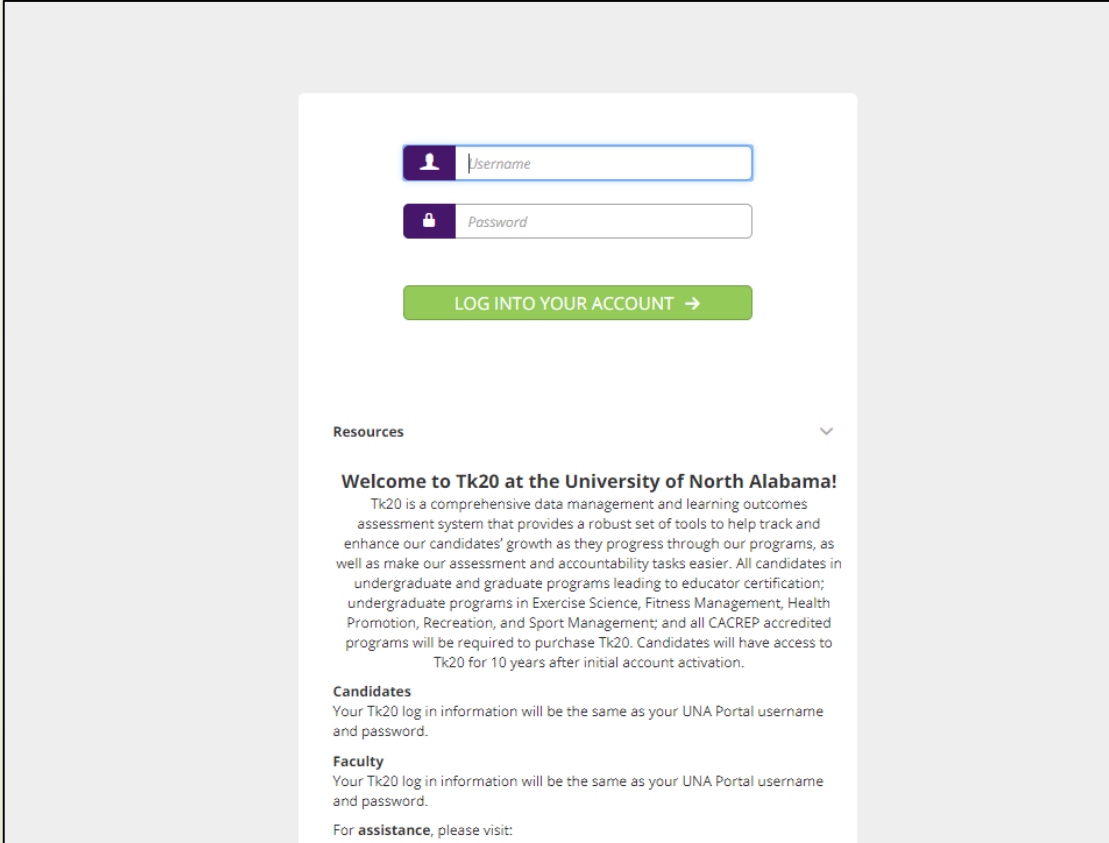


IMPORTANT:

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. It features two input fields: one for the username with a person icon and a placeholder text 'Username', and one for the password with a lock icon and a placeholder text 'Password'. Below these fields is a green button labeled 'LOG INTO YOUR ACCOUNT →'. Underneath the button is a section titled 'Resources' with a downward arrow. The 'Resources' section contains a heading 'Welcome to Tk20 at the University of North Alabama!' followed by a paragraph of text. Below this are two sub-sections: 'Candidates' and 'Faculty', each with a short paragraph of text. At the bottom, there is a line of text that says '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.

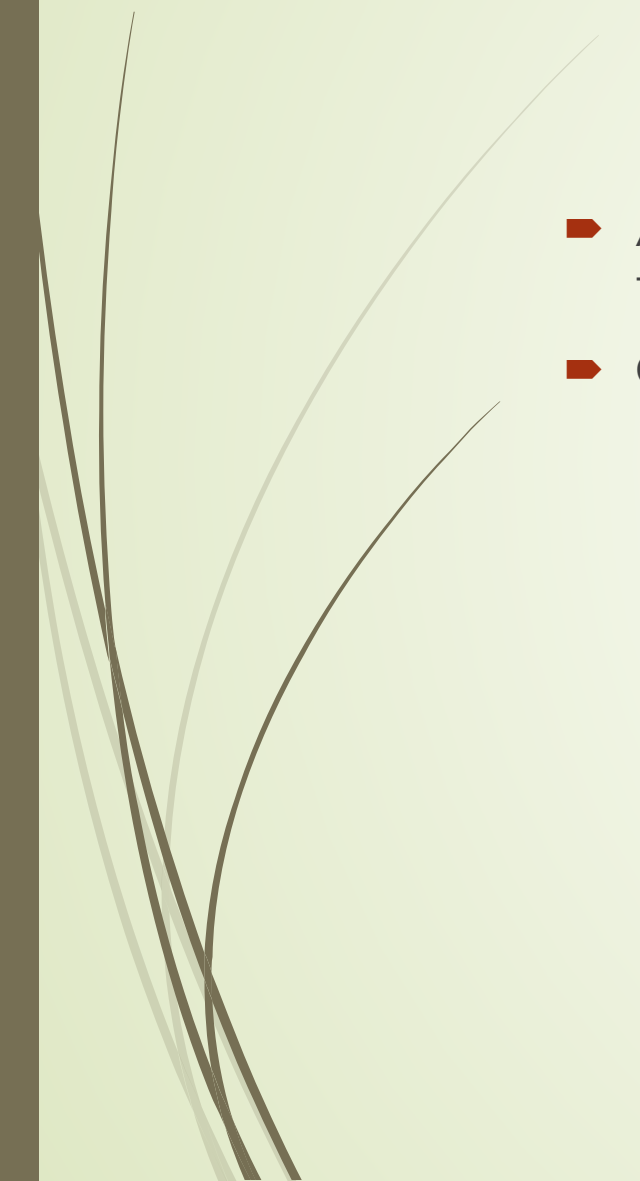
Candidates
Your Tk20 log in information will be the same as your UNA Portal username and password.

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

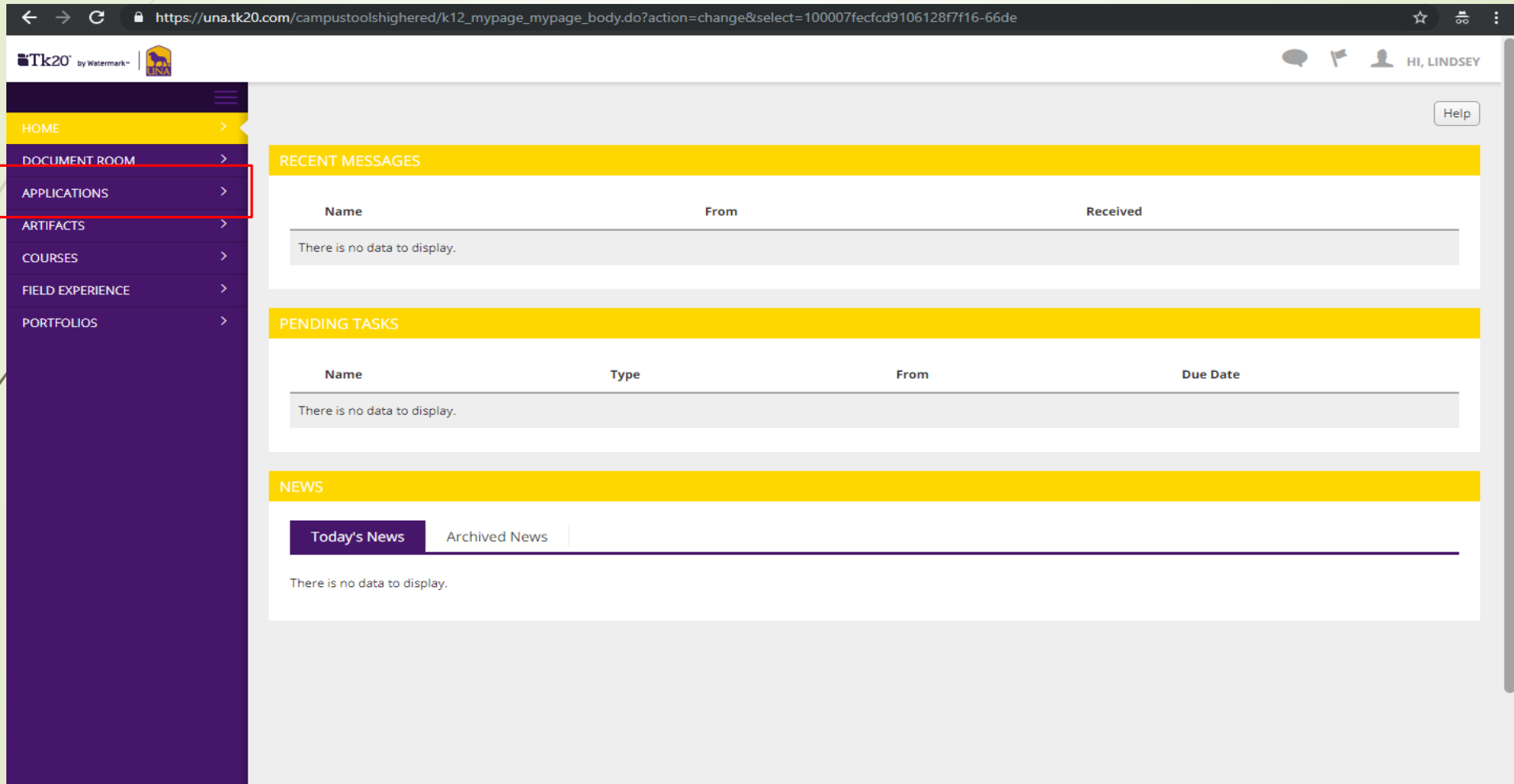
For **assistance**, please visit:
[https://una.tk20.com/Help/TK20Help.html](#)



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 displays the Tk20 web application interface. The browser address bar shows the URL: 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:

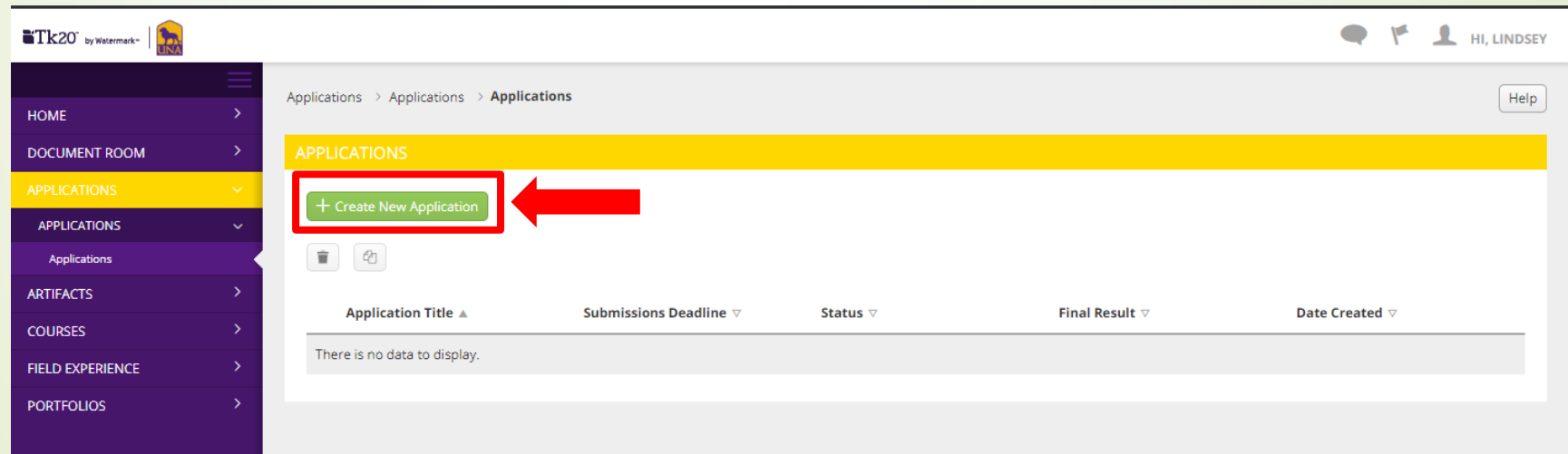
- HOME
- DOCUMENT ROOM
- APPLICATIONS
- ARTIFACTS
- COURSES
- FIELD EXPERIENCE
- PORTFOLIOS

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, a dark purple navigation menu lists various sections, with 'APPLICATIONS' highlighted in yellow. The main content area features a yellow header bar labeled 'APPLICATIONS'. Below this, a green button with a white plus sign and the text '+ Create New Application' is highlighted with a red rectangular box. A red arrow points from the right towards this button. Underneath 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 currently empty, displaying the message '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 “Application for Admission to Graduate TEP (GTEP)”
- If you are re-applying, Select “Re-application for Admission to Graduate TEP (GTEP)”
- Click the green “Next” button.

The screenshot shows the Tk20 by Watermark application portal. The user is logged in as Lindsey. The breadcrumb trail is Applications > Applications > Applications > Create New Application. The main content area is titled 'CREATE NEW APPLICATION' and contains a form with a dropdown menu labeled 'Please Select' and a green 'Next' button. A red box highlights the dropdown arrow, and another red box highlights the 'Next' button.



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 (*) by it 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

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

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

I wish to be considered for admission to GTEP.

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 of and agree to abide by all policies and procedures associated with GTEP.

I understand that incomplete applications will not be reviewed.*

Prev

Next



Submit

Save

Close

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
Phone: 256-765-4318

Watermark Customer Support
Help Desk: <https://helpdesk.tk20.com/>
e-mail: 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
Phone: 256-765-4860