
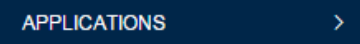











## Submitting a Special Ed Practicum/Pre/Student Teaching Application

- *You need to use your paid student account in order to submit these applications.*
1. Log into Tk20 via: [easternct.tk20.com](http://easternct.tk20.com) preferably using Google Chrome or Apple Safari
    - a. Your username is your Eastern userid (email address before the @).
    - b. Your password is your Eastern email password.
    - c. If you have forgotten your password or need to update/reset it, please contact Eastern ITS.
  2. Click on 
  3. Once you are logged in, click on 
  4. From the Applications window, click on 
  5. From the drop down menu, select the application needed.
  6. Click 
  7. Follow the instructions provided to complete the application.
    - Questions with ending with an \* must be filled in before the application can be successfully submitted.
    - To upload documents, click  and then select the file you want to upload. If there are multiple files to upload, just repeat the process.
    - To delete a file you have already uploaded, click  right of the file you uploaded.
  8. Once you have completed the application or need to complete it later, click  before exiting Tk20.
  9. Notify your advisor that your application is ready for review when you have completed the application.
    - If your advisor indicates that your application is ready for submission, click open the application in the APPLICATIONS window and click  to submit the application.
    - If you advisor indicated that you need to make any revisions, click open the application and make the necessary revisions.
    - All required fields must be completed before you can successfully submit you application.
    - If you need to make a change to a submitted application, open the application you want to recall, and click on the  button on the top right-hand corner of the page.

**Additional Resources:**

- If you are unable to recall your application or have questions regarding the Tk20 process, please send an email to: [sepstk20@easternct.edu](mailto:sepstk20@easternct.edu) or Amy Tse ([tse@easternct.edu](mailto:tse@easternct.edu))
- [CARE Site](#) – use this link to find out more about requirements, prerequisites, and other information related to CARE.