








Submitting a Placement Application

- *You need to use your paid student account in order to submit these applications.*
1. Log into Tk20 via: easternct.tk20.com preferably using Google Chrome or Apple Safari
 - Your username is your Eastern userid (email address before the @).
 - Your password is your Eastern email password.
 - 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 **Next** and proceed to complete the one page application.
 - Questions with ending with an * must be answered before the application can be successfully submitted.
 7. If you need to complete the application at a later time, click **Save** before exiting Tk20.
 8. For the Student Teaching Placement Application:
 - 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.
 - 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 **Submit** to submit the application.
 - If your 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 your application.
 - Once the application is completed and ready to be submitted, use the link provided on the application to send an email to careclinical@easternct.edu.
 - If you need to make a change to a submitted application, open the application you want to recall, and click on the **Recall** 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 or Amy Tse (tses@easternct.edu)
- [CARE Site](#) – use this link to find out more about requirements, prerequisites, and other information related to CARE.