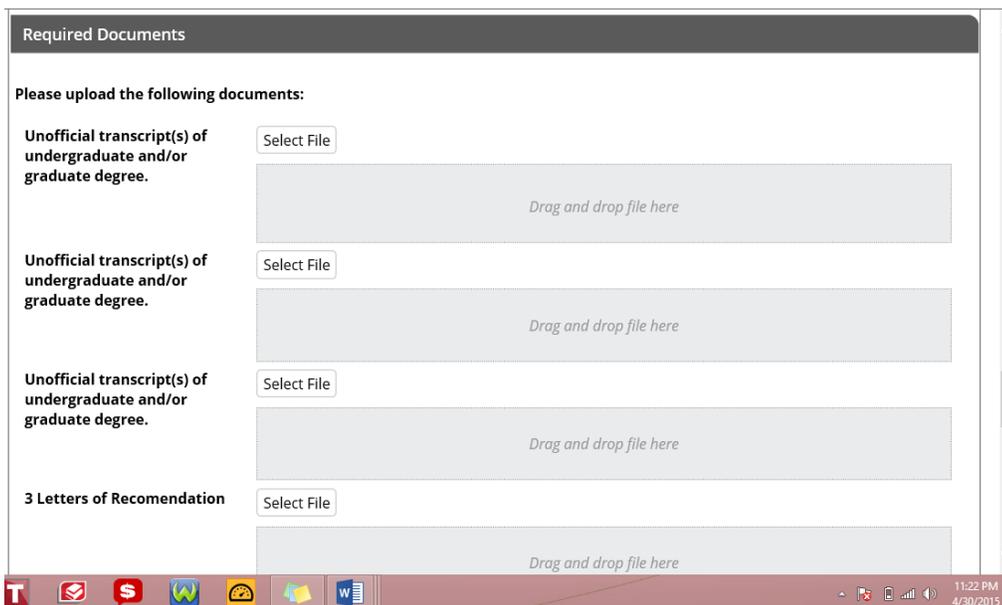


SOME GENERAL HELPFUL TIPS FOR NAVIGATING TK20

- ✚ Back will take you to the previous page.
- ✚ Save Changes and Exit: allows you to save your work and come back at a later time.
- ✚ Submit Application Now: submits your application for review.
- ✚ Cancel: deletes any work that had been started.
- ✚ If an application has a picture of a lock, it has already been submitted and will need to be recalled or re-opened for editing by an administrator.
- ✚ To Return to a Saved Application:
 1. Login to your server. This will display a list of all application forms you have created.
 2. Click on the name of the application you wish to edit.
 3. When finished editing, click **Save** or **Submit**.
- ✚ To Upload Documents with your Application:

The following steps will assist you with uploading the required documents to TK20.

Step I: Click on Select File under the required document section.

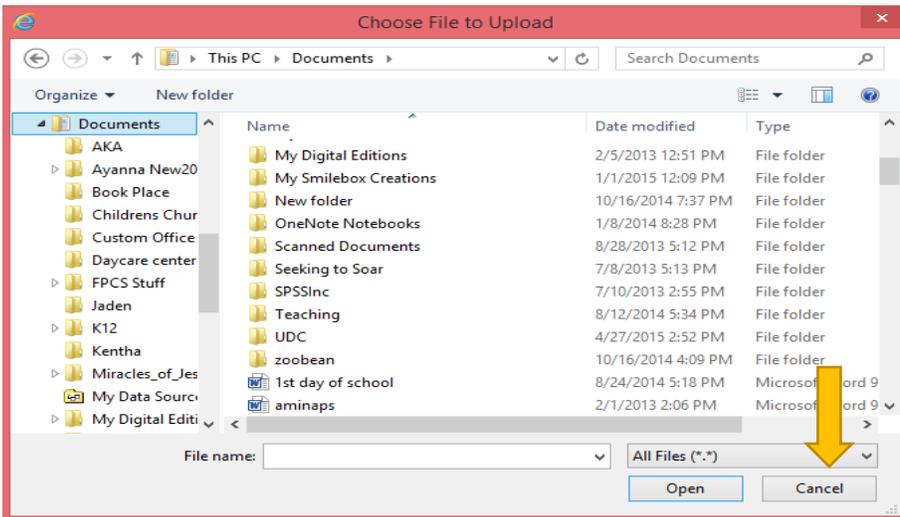


The screenshot displays a web interface titled "Required Documents". Below the title, it instructs the user to "Please upload the following documents:". There are four distinct sections, each representing a required document type:

- Unofficial transcript(s) of undergraduate and/or graduate degree.** This section includes a "Select File" button and a large grey rectangular area with the text "Drag and drop file here".
- Unofficial transcript(s) of undergraduate and/or graduate degree.** This section also includes a "Select File" button and a "Drag and drop file here" area.
- Unofficial transcript(s) of undergraduate and/or graduate degree.** This section includes a "Select File" button and a "Drag and drop file here" area.
- 3 Letters of Recommendation** This section includes a "Select File" button and a "Drag and drop file here" area.

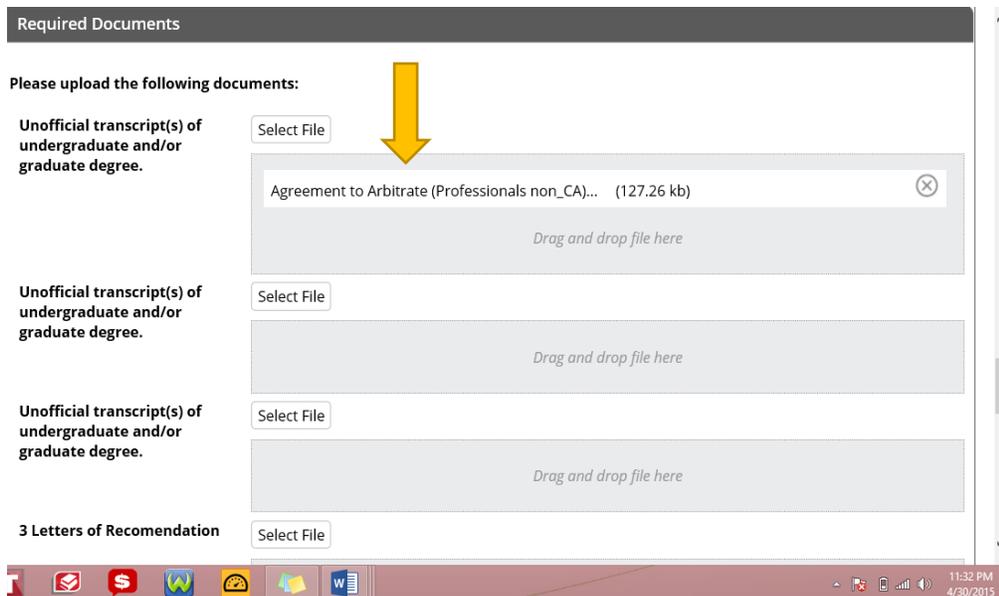
The interface is shown within a browser window, with a Windows taskbar visible at the bottom. The taskbar shows the time as 11:22 PM on 4/30/2015.

Step II: Choose the appropriate file from your saved documents and click open.



The name of your file will show in the application if it is successfully attached.

Step III: Click Save.



 **Help Resources - Online Tutorials:** TK20 has step-by-step tutorials, which can be accessed by clicking on Help located in the upper right corner of the screen (except the login page). Click on the role that best describes your responsibility. Clicking on a role helps you view all resources.