

Support contact information: [cehd-tk20@wmich.edu](mailto:cehd-tk20@wmich.edu) or <https://helpdesk.tk20.com/>

## Only use the navigation within the TK20 system.

Do not use the **back button** in your browser OR open **multiple tabs** of TK20 at one time – may cause **data loss**.

## Log in information for staff or faculty

1. Choose the gold login button (for students, faculty, etc.)
2. Log into the CAS portal using your Bronco NetID and Password

## Navigation information

1. There are a series of tabs on the left to help you navigate to the different areas. (There may be more or fewer tabs listed depending on the roles you are associated to in the system).

**a. Home**

- i. Is where you land when you log in
- ii. Shows Messages, Tasks, and News

**b. Document Room**

- i. View any public documents in the system
- ii. Can upload document available for public viewing
- iii. View files uploaded by staff and faculty (if applicable)

**c. Advisement**

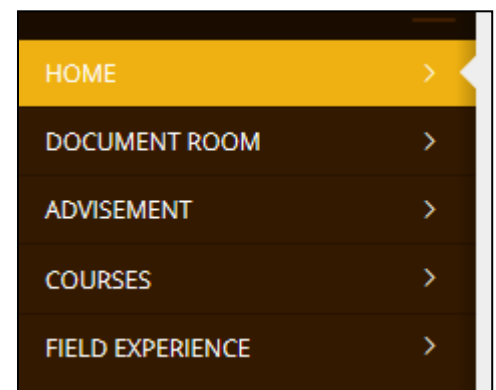
- i. Can view courses taken by students
- ii. Can view detailed academic information

**d. Courses**

- i. Shows your course-related information
- ii. Can view completion status of assignments, projects, quizzes, etc.

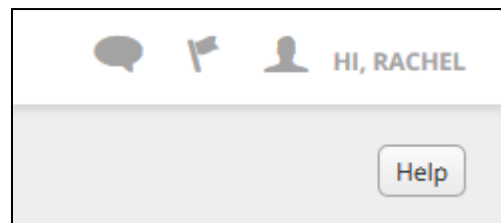
**e. Field Experience**

- i. Shows any field experience binders you have been assigned
- ii. Can complete work associated to a field experience



2. Located at the top right of the screen in Tk20, you will see some symbols and your name

- a. The symbols represent messages (text bubble) and tasks (flag).
  - i. These symbols will be colored red if you have recent messages or pending tasks.
- b. The sign out option is found by clicking on your name
- c. The help button will take you to the Tk20 helpdesk
  - i. There are a variety of resources in the helpdesk
  - ii. The helpdesk has text-based guides and videos as well as Tk20's support contact information.



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