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 students

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.

   a. **Home**
      i. Is where you land when you log in
      ii. Shows Messages, Tasks, and News
      iii. Displays any program transition points that may be associated with your program.

   b. **Document Room**
      i. View any public documents in the system
      ii. View files uploaded by staff and faculty (if applicable)

   c. **Applications**
      i. Can create and submit applications
      ii. May be associated with transition points

   d. **Artifacts**
      i. Can create, upload, and manage artifacts (like file uploads or assignments in TK20)
      ii. May be used to submit assignments, projects, etc.
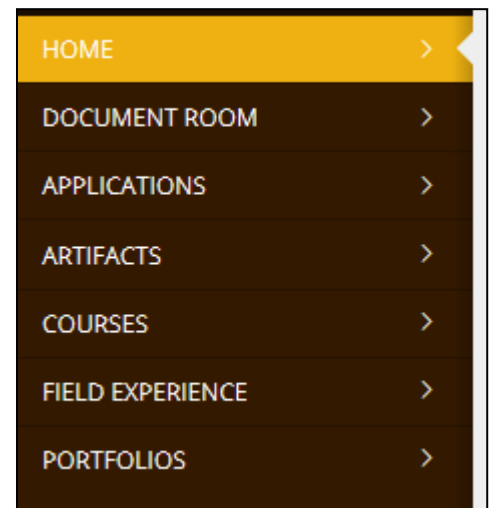
   e. **Courses**
      i. Shows your course-related information
      ii. Can complete assignments, projects, quizzes, etc.

   f. **Field Experience**
      i. Shows any field experience binders you have
      ii. Can complete work associated to a field experience

   g. **Portfolios**
      i. Can create a collection of artifacts for assessment
      ii. Can also be shared externally

2. Located at the top right of the screen in Tk20, you will see two symbols and your name
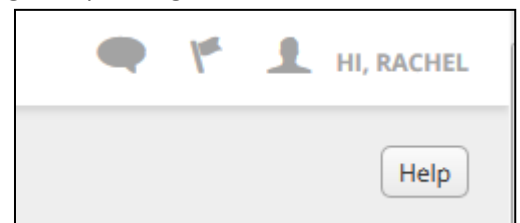
   a. The symbols represent messages (text bubble) and tasks (flag).
      i. These symbols will be colored red if you have recent messages or pending tasks.
   b. The sign out option is found by clicking on your name
   c. The help button will take you to the Tk20 helpdesk
      i. There are a variety 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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