**Completing the MSW Application for Field Practicum in Tk20**

**Step 1: Login to your TK20 Student Account**

If you do not have a TK20 student account you may purchase one of two ways.

* Contact the University Bookstore (students qualifying for Financial Aid may opt to purchase through the Bookstore)
* Login to TK20 and set up your student account by clicking on “Click here to register your student account” - Located on the log-in page. [www.tamucsw.tk20.com](http://www.tamucsw.tk20.com)

**Step 2: Create an Application**

1. Go to your **Applications** tab and click on the green **create new application** under **Applications** located in the side menu.

2. Select the **“MSW Application for the Field Practicum”** from the dropdown menu.

3. Complete the application as directed. Any fields with an asterisk (\*) must be filled in before the system will let you submit.

4. Once you have started an application, you have 3 options:

* **Save**: You can click this at any time and return at a later time to finish the application.
* **Submit**: This will submit your application for final review.
* **Cancel**: Use this to exit the application without saving any changes.

**Note:** If you do NOT see the name of the application you need to complete, you may be attempting to complete BEFORE the application is open OR AFTER the application due date has passed.

**How to Return to a Saved Application**

To return to a saved application:

1. Click on the **Applications** tab to display a list of all application forms you have created.

2. Select the **“Application for Early Field Experience”** to edit.

3. When finished editing, click on **Save** or **Submit**.

**Note:** If an application has a picture of a lock by it, it has already been submitted and will need to be recalled or re-opened for editing by an administrator.

 **How to Recall a Submitted Application**

If you need to make a change to a submitted application, you can recall it unless the application review has begun.

1. Click on the **Applications** tab to display a list of all application forms you have created.

2. Select the **“Application for Early Field Experience”** to recall.

3. Click the Recall button on the upper right-hand area of the screen.

4. Make the needed changes and click on **Save** or **Submit**.

**Note:** If you are unable to recall your application, you will need to contact an administrator for help in re-opening your application.