



**TK20 by Watermark  
Non-Education Major  
Community Service Experience  
Application  
Student Guide**

**WCU TK20 Office**

610-436-2085

[Tk20@wcupa.edu](mailto:Tk20@wcupa.edu)

<https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx>

**Watermark Helpdesk**

1-800-311-5656

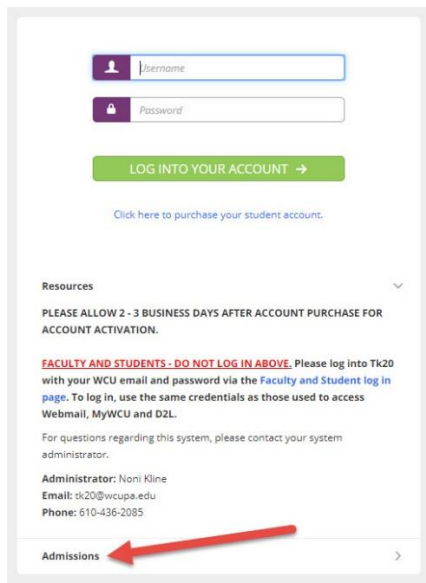
[support@watermarkinsights.com](mailto:support@watermarkinsights.com)

July 2020 v.9.2.4

## HOW TO COMPLETE A COMMUNITY SERVICE EXPERIENCE APPLICATION [FOR NON-EDUCATION MAJORS ONLY]

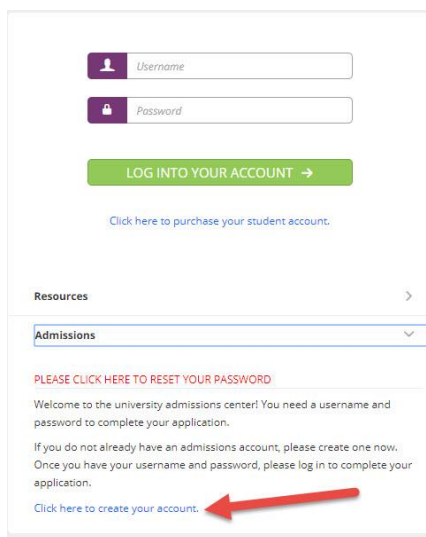
When using Tk20 to complete your Community Service Experience Application, we recommend using either Google Chrome or Safari as your internet browser. **DO NOT use Internet Explorer. PLEASE NOTE: Non-education majors DO NOT have to purchase a Tk20 account to complete your Community Service Experience Application.**

1. First, you will need to create an Admissions Application account. To do so, go to <https://wcupa.tk20.com>.
2. Click on the 'Admissions' tab.



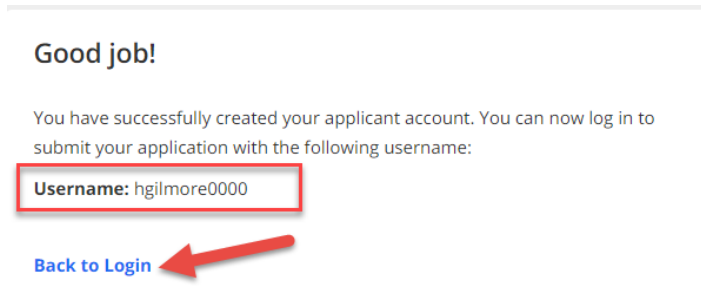
The screenshot shows the Tk20 login interface. At the top, there are input fields for 'Username' and 'Password', followed by a green button labeled 'LOG INTO YOUR ACCOUNT →'. Below this is a blue link: 'Click here to purchase your student account.' A section titled 'Resources' contains instructions: 'PLEASE ALLOW 2 - 3 BUSINESS DAYS AFTER ACCOUNT PURCHASE FOR ACCOUNT ACTIVATION.' and 'FACULTY AND STUDENTS - DO NOT LOG IN ABOVE. Please log into Tk20 with your WCU email and password via the Faculty and Student log in page. To log in, use the same credentials as those used to access Webmail, MyWCU and D2L.' It also provides contact information for the administrator: 'Administrator: Noni Kline, Email: tk20@wcupa.edu, Phone: 610-436-2085'. At the bottom, there is a tab labeled 'Admissions' which is highlighted with a red arrow.

3. Then, click on the blue 'Click here to create your account' link.

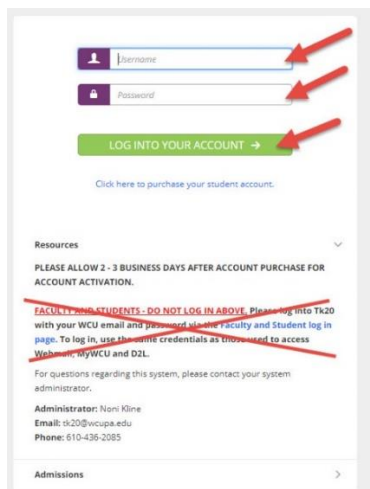


The screenshot shows the Tk20 Admissions page. It features the same login fields and 'LOG INTO YOUR ACCOUNT →' button as the previous page. Below the login section is a blue link: 'Click here to purchase your student account.' A section titled 'Resources' contains a link: 'PLEASE CLICK HERE TO RESET YOUR PASSWORD.' and a welcome message: 'Welcome to the university admissions center! You need a username and password to complete your application. If you do not already have an admissions account, please create one now. Once you have your username and password, please log in to complete your application.' At the bottom, there is a blue link: 'Click here to create your account.' which is highlighted with a red arrow.

- Complete the fields marked with an asterisk (\*). Note that your password must contain a minimum of 6 letters, must not exceed 12 characters, may contain numbers, and may contain special characters. All passwords are case-sensitive.
- Fill in the CAPTCHA word as directed. Then, click the green 'Submit' button.
- A confirmation pop up will appear. **Remember your Tk20 admissions application username and password!** You will use these credentials to log in to your new admissions application Tk20 account. **You will NOT log into Tk20 with your WCU email and password.** Click the blue 'Back to Login' link.

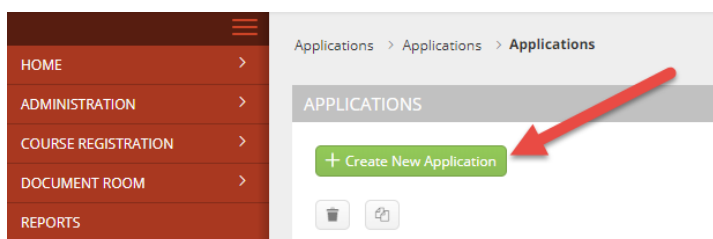


- Enter your Tk20 admissions application username and password at the top of the page and then click 'Log into your account'. **DO NOT log in using the Faculty and Student Log In below.**



#### STEP 1:

- Click on the green 'Create New Application' button.



- From the Application Type dropdown menu, select **'Community Service Experience'**. Then click the green **'Next'** button.

CREATE NEW APPLICATION

Application Type:\*

Please Select  
Please Select  
Community Service Experience \*\* \*\*  
Community Service Experience Reflective Statement Spring 2019  
EDP250 - Non-Education Majors - Statement of Understanding Fall 2019  
EDP550 - Non-Teaching Certification - Statement of Understanding Fall 2019

Prev Next

- Click the green **'Next'** button again.

CREATE NEW APPLICATION

Application Name: Community Service Experience \*\* \*\*

Due Date: 08/08/2021 01:00 AM

INSTRUCTIONS

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

1. **Save:** Click this at any time to save your progress and return at a later time to finish the application.
2. **Cancel:** Exit the application without saving or submitting any changes.
3. **Submit:** If you are finished your application, click "Submit" for final review.

Checklist:

Name

There is no data to display.

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- Enter your WCU email and phone number. Then, complete the **'Organization Information'** section of the application. At this time, you will not complete the bottom portion of the application.

ORGANIZATION INFORMATION (1)

Name of Organization (1):\*

Street Address (1):\*

City (1):\*

State (1):\* Please Select

Zip Code (1):\*

Number of Volunteer Hours To Be Completed (1):\*

Start Date (1):\* MM / DD / YYYY

COMMUNITY SERVICE EXPERIENCE VERIFICATION FORM, REFLECTIVE STATEMENT, AND TIMESHEET

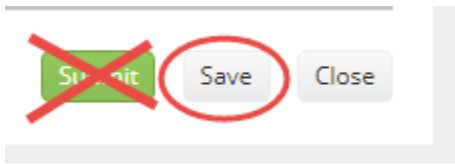
Please upload your **Community Service Experience Reflective Statement**. Your reflective statement should be between two and one-half (2 1/2) and five (5) double-spaced typed pages with one (1) inch margin and twelve (12) point font. If you use the section headings, your written responses must equal the minimum of 2 1/2 pages, not including the headings.

If your community service was split between two agencies/organizations, write about only ONE experience. The reflective statement must be submitted for university verification within 60 days of the completion of the required 20 hours.\*

Upload your signed **Community Service Experience Verification Form**.\*

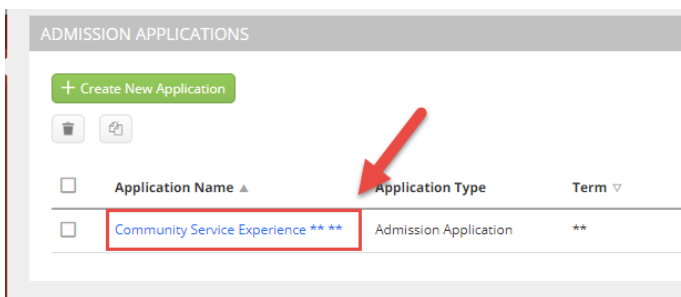
Upload your **Community Service Experience Timesheet**.\*

5. Scroll to the bottom of the page and click the **'Save'** button. **DO NOT** submit at this time.



## STEP 2:

1. Once your application has been pre-approved, you may start your community service project.
2. When you have completed your community service, log back into Tk20 using your admission application username and password to complete your Community Service Experience application. If you have forgotten your password, please see the instructions on Page 10 of this guide to reset your password.
3. Click on the blue link to open your existing application.



4. Click the green **'Next'** button.

A screenshot of the 'COMMUNITY SERVICE EXPERIENCE \*\*\*' application form. It shows the 'Application Name' as 'Community Service Experience \*\*\*' and the 'Due Date' as '08/08/2021 01:00 AM'. Below this is an 'INSTRUCTIONS' section with three numbered steps: 1. Save, 2. Cancel, and 3. Submit. There is a 'Checklist' section with a table header 'Name' and a row 'There is no data to display.' Below that is a 'REVIEW FORMS' section with a table listing three forms: 'Community Service Experience Verification \*\*\* Form', 'Community Service Experience Pre-Approval\*\*\* Form', and 'Community Service Experience Reflective Statement Rubric \*\*\* Rubric'. At the bottom, there are 'Prev' and 'Next' buttons, with the 'Next' button circled in red.

5. Scroll to the bottom of the application to upload your Community Service Experience Reflective Statement, signed Community Service Experience Verification Form, and your Community Service Experience Timesheet. You can do this by clicking the green **'Select File(s)'** button and selecting the file from your computer, or by dragging and dropping the file from your desktop to the gray **'Drag and drop files here'** box. You may upload multiple files if necessary.

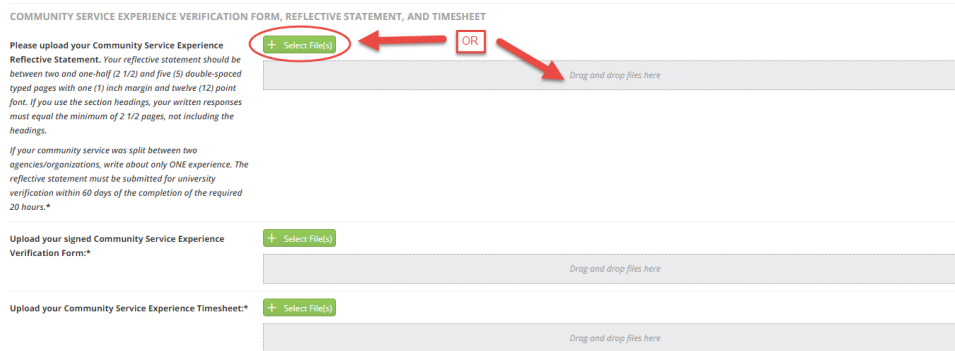
COMMUNITY SERVICE EXPERIENCE VERIFICATION FORM, REFLECTIVE STATEMENT, AND TIMESHEET

Please upload your Community Service Experience Reflective Statement. Your reflective statement should be between two and one-half (2 1/2) and five (5) double-spaced typed pages with one (1) inch margin and twelve (12) point font. If you use the section headings, your written responses must equal the minimum of 2 1/2 pages, not including the headings.

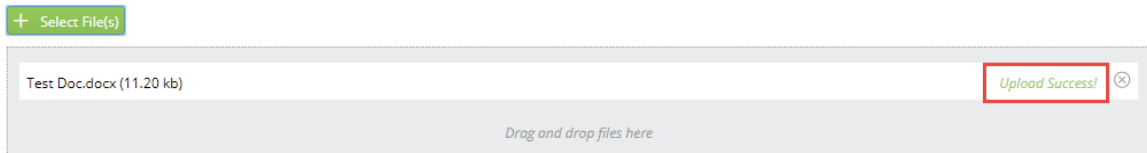
If your community service was split between two agencies/organizations, write about only ONE experience. The reflective statement must be submitted for university verification within 60 days of the completion of the required 20 hours.\*

Upload your signed Community Service Experience Verification Form:\*

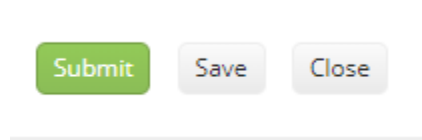
Upload your Community Service Experience Timesheet:\*



6. After uploading your files, make sure you see the words **'Upload Success'** in green to the right of the file name. This means your file has uploaded properly to the application.



7. When you have completed your application, you have 3 options:
- Submit:** If you are finished with your application, click **'Submit'** for final review.
  - Save:** Click this at any time to save your progress and return at a later time to finish the application.
  - Close:** Exit the application without saving or submitting any changes.



8. Once you submit your application, you will receive an auto-generated confirmation email from [tk20@wcupa.edu](mailto:tk20@wcupa.edu).

## RECALL A SUBMITTED APPLICATION

If you need to make a change to a submitted application that has **not** yet entered the review stage:

1. Click the name of the application you wish to recall.
2. Click the 'Recall' button at the top right corner of the page.

COMMUNITY SERVICE EXPERIENCE \*\* \*\*

APPLICATION INFORMATION [Print-Friendly View](#)

APPLICANT: TEST STUDENT [Print-Friendly View](#)

REVIEW FORMS

Name Last Update

3. Click on the name of the application again to make your edits. When you are finished editing, click on 'Save' or 'Submit'.

*Note: Once an application review has started on a submitted application, the application will be locked from editing.*

<input type="checkbox"/>	Application Name ▲	Application Type
<input type="checkbox"/>	Community Service Experience **	Admission Application

*If your application is locked, it must be given an extension. Please contact the Candidate Services for assistance.*

If you have any questions about the Community Service Experience, please contact Candidate Services at 610-436-2999.

If you have technical issues with Tk20, contact the Tk20 Office at 610-436-2085 or [TK20@wcupa.edu](mailto:TK20@wcupa.edu).

## CHECK TO SEE IF YOUR APPLICATION IS COMPLETE

1. Log into Tk20 using your admission application username and password. If you have forgotten your password, please see the instructions on Page 9 of this guide to reset your password.
2. From here you will see a list of applications you have created. If your application is complete, and does not need any other changes, under the 'Final Result' column will read as 'Accepted'.

<input type="checkbox"/>	Application Name ▲	Application Type	Term ▼	Submissions Deadline ▼	Status ▼	Final Result ▼	Date Created ▼
<input type="checkbox"/>	Community Service Experience: **	Admission Application	**	08/22/2019 01:00 AM	Review Complete	Accepted	08/08/2019 12:59 PM

- Once your application is completed, you may review the Community Service Experience Pre-Approval form, Community Service Experience Verification form, and Community Service Experience Reflective Statement rubric associated with your application. Click on the name of the application in blue.

<input type="checkbox"/>	Application Name ▲	Application Type	Term ▼
<input type="checkbox"/>	<a href="#">Community Service Experience: **</a> **	Submission Application	**

- This will bring you to a split screen. On the right side of the screen, the form names will be listed in blue. Click on the name of the form you wish to view.

COMMUNITY SERVICE EXPERIENCE: \*\* \*\*

Close

APPLICATION INFORMATION

Application Name

Community Service Experience: \*\* \*\*

Due Date

08/22/2019 01:00 AM

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APPLICANT:

REVIEW FORMS

Name	Last Update
<a href="#">Community Service Experience Pre-Approval**: Form</a>	08/08/2019
<a href="#">Community Service Experience Reflective Statement Rubric **: Rubric</a>	08/08/2019
<a href="#">Community Service Experience Verification **: Form</a>	08/08/2019

APPLICATION STATUS

Final Result:

Accepted

Comments:

## HOW TO PRINT A REVIEW FORM

- Click on the name of the review form you wish to print.

REVIEW FORMS	
Name	Last Update
<a href="#">Community Service Experience Pre-Approval**: Form</a>	08/08/2019
<a href="#">Community Service Experience Reflective Statement Rubric **: Rubric</a>	08/08/2019
<a href="#">Community Service Experience Verification **: Form</a>	08/08/2019

- On the top right corner of the form, click on the blue **'Print-Friendly View'**.

Close

< BACK

Community Service Experience Verification \*\*: Form

COMMUNITY SERVICE EXPERIENCE - UNIVERSITY VERIFICATION

Student name:

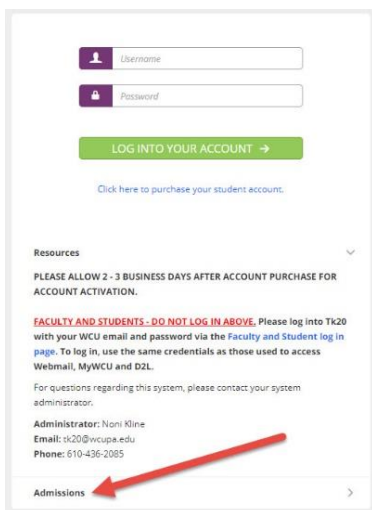
Print-Friendly View

- This will open the form in another tab where you can use your browser's print function to print.



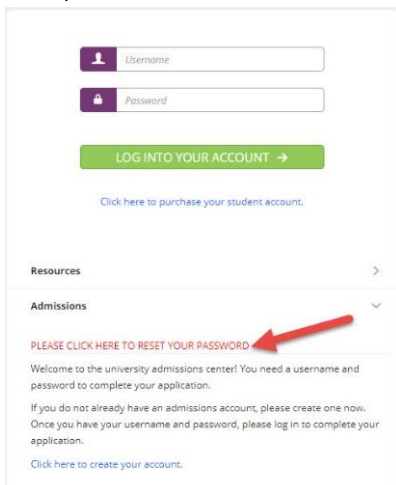
## HOW TO RESET YOUR PASSWORD

1. If you forgot your password, first click on the 'Admissions' tab.



The screenshot shows a login interface with fields for 'Username' and 'Password', a green 'LOG INTO YOUR ACCOUNT →' button, and a link 'Click here to purchase your student account.' Below this is a 'Resources' section with text about account activation and login instructions. At the bottom, the 'Admissions' tab is highlighted with a red arrow.

2. Then, click on the '**PLEASE CLICK HERE TO RESET YOUR PASSWORD**' link in red.



The screenshot shows the 'Admissions' page. The 'PLEASE CLICK HERE TO RESET YOUR PASSWORD' link is highlighted in red and pointed to by a red arrow. Below the link, there is a welcome message and instructions for creating an account.

3. Enter the email address you used to create your account, then press the green '**Submit**' button.
4. Answer your security question that you set up when creating your account. Then click the green '**Submit**' button.
5. You will receive an email from [tk20@wcupa.edu](mailto:tk20@wcupa.edu) confirming that your password has been reset and instructions on how to log in.

If you have any questions about the Community Service Experience, please contact Candidate Services at 610-436-2999.

If you have technical issues with Tk20, contact the Tk20 Office at 610-436-2085 or [TK20@wcupa.edu](mailto:TK20@wcupa.edu).