



## Student Cheat Sheet

### Completing an Application in CampusTools HigherEd

To complete an Application within CampusTools HigherEd, you must first log into the system.

#### **I. Filling out, or “Creating” the Application**

- ❖ Go to your Artifacts tab.
- ❖ Click on Application Forms in the side menu.
- ❖ Click Create.
- ❖ Select the appropriate application name from the drop-down menu. If you do NOT see the name of the application you were told to complete, this could mean that you are attempting to complete it AFTER the due date has passed. Contact your school's Tk20 Unit Administrator if you have problems with this step.
- ❖ Fill out the application as directed. Any fields with an asterisk (\*) must be filled in before the system will let you save.
- ❖ If you need to attach any documents to the application, click the sub-tab at the top of the application labeled “Documents,” then click the add new button. You will then be able to upload any documents saved on your computer by clicking Browse and Upload.

#### **II. Submitting the Application, or Cancelling**

- ❖ You can click Save (at the bottom of the application) at any time to submit the application. If you need to come back to it in order to add more information, you may do so as long as it's before the due date. After the due date, the application you have submitted will be locked.
- ❖ If you do not wish to submit the application, and you don't want what you've completed to be saved, click Cancel at the bottom of the application.

#### **III. Adding Additional Information to an Already-Submitted Application**

- ❖ You may only do this if it is not past the application's due date.
- ❖ Click on the Artifacts tab.
- ❖ Click on Application Forms in the side menu. You will then see a list of all application forms you have created in the middle of your screen. If an application has a picture of a lock by it, it is past the due date and it cannot be edited.
- ❖ Select the name of the application you wish to edit.
- ❖ When finished editing, click Save. The application is now re-submitted.
- ❖ You may continue to edit the application as long as it is not locked (past the due date).

#### **IV. Help Resources**

##### **Online tutorials**

Tk20 has step-by-step tutorials located on your log-in page. On the right side of the screen, next to the Administrator's contact information, click on the Tutorials sub-tab. You will see a listing of all of the tutorials that we provide. Click on the link to the one you'd like to view.

##### **Student Guide**

Tk20 has user guides for both students and faculty members. To access the Student Guide, go to:

<http://www.tk20.com/support/studenthelp.html>