



Registering your Field Experience Placement in Tk20

The education department uses Tk20, our data management system, to keep track of field placements. It is vital that you register your placement in the system, as we will use the record in Tk20 to verify that you have completed all of your placements when it is time to approve your license application.

Please complete the following steps to register your field placement in Tk20

1. Login. You'll find the login page at <https://tk20.augsburg.edu>. Your existing Augnet username and password are also your Tk20 username and password.
2. On your home page, you will see a box titled "Pending Tasks." Click on the link in the Pending Tasks Box that says "[Please send the Assignment Field Experience Registration.](#)" (You can also find the Field Experience Registration page by choosing the "Courses" tab and then clicking on "Pending Tasks." If you have two courses with field placements, clicking on "Courses" will allow you to see which course you are registering.)
3. On the Field Experience Registration page, in the box on the right side of the screen, click on "Add Field Experience Registration Form."
4. Fill in the form on the page that opens. (Ignore the text box at the top asking for a "Description.")
5. While filling out the form, you will be asked to search an Excel spreadsheet to find the site code for your school. The Excel sheet is alphabetized by districts and inside of the districts, by schools. Charter schools are listed together with "Charter" as the district. Copy the code in column "C" and paste it in the form in Tk20. You might find it useful to search the document by using "ctrl f" (find).
6. Ignore the "Attached Documents" section at the bottom.
7. When you are all done, click "Add" at the bottom of the form. After clicking "Add" you will return to the Field Experience Registration Page. Click "Submit" to finish. If you start a form and are not able to finish it, you can click "Add" and then "Save Draft" and return to finish it at a later time.

If you have any trouble with Tk20, please contact Cari Maguire: maguire@augburg.edu.