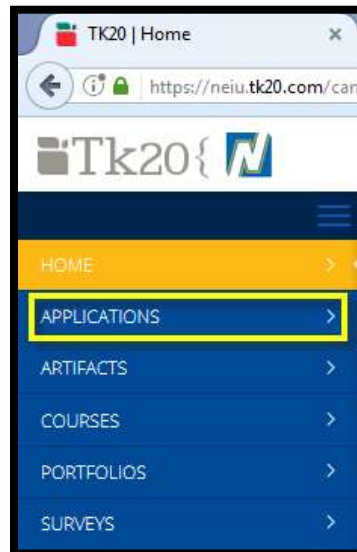


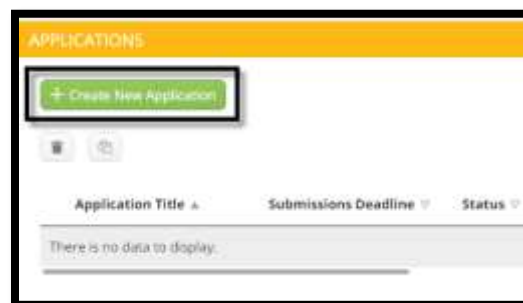
Goodwin College of Education Admission Application Process

Electronic Application Instructions

1. Log on to Tk20, <http://neiu.tk20.com>, using your NEIU credentials
Note: It is preferred that you use Google Chrome or Mozilla Firefox.
Note: Your username and password are the **same** as NEIUPort, D2L or Nmail.
Note: If you have not registered for classes, Tk20 might not let you log in, and you need to request a manual access. To do so, please email tk20-assessment-help@neiu.edu with the following information:
 - Your Legal Name
 - Student ID number
 - NEIU Email Address
2. On the left navigation bar, click on **Applications**.

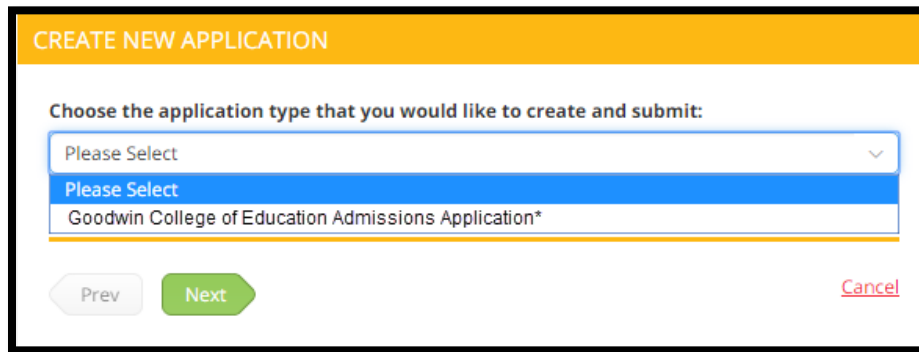


3. Click on the button called **+ Create New Application**.



Goodwin College of Education Admission Application Process

- From the drop down menu, **Choose the application type that you would like to create and submit, selecting the appropriate semester.**



- Click on the green **Next** button.
- Start completing the application.

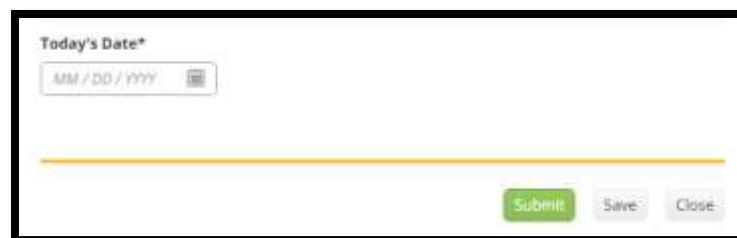
Note: In the section called **Previous Attended Institutions** click the green plus and tab through the six columns to provide the required information: (Name/Campus, City, State, Dates Attended, Hours Earned and Degree Earned).



Click the green plus again if you need to add more than one institution.

Note: For the mini essays portion of your application, you can, if you so choose, type your responses in Word and paste your responses in the text boxes provided.

Note: You do not need to complete application during one time as you can save it and return to it later. Simply press the **Save** button in the lower right followed by **Close**. To return to the previously application in progress, simply complete steps 1-3 above the click on **Goodwin College of Education Admissions Application**.

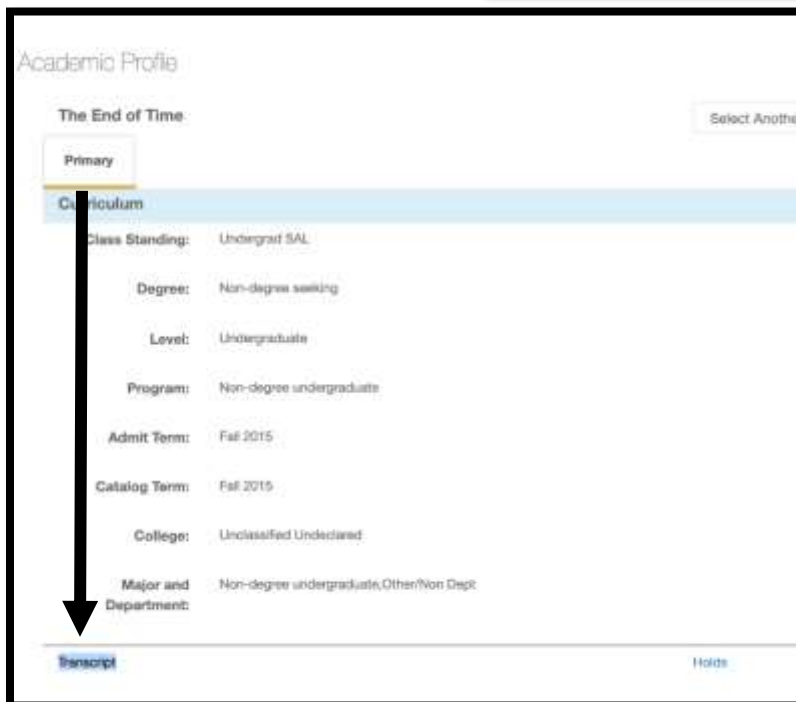
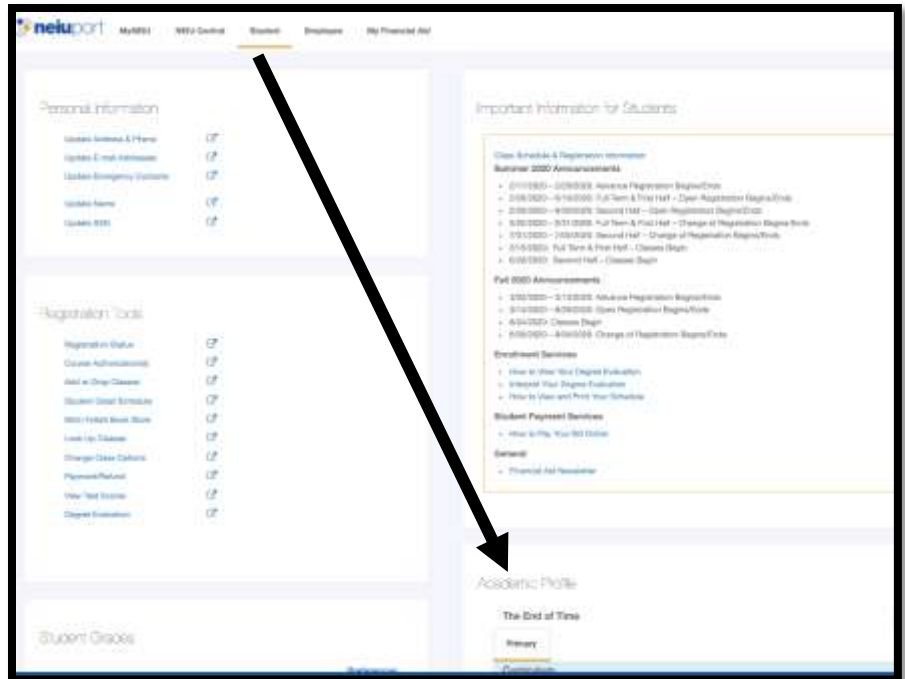


- Once you have provided all of the required information and responded to the mini-essays click the **Submit** button.
- You will be able to read any notes from the Admissions Specialist, and view the updates about the status of your application under the "Feedback" tab.

Goodwin College of Education Admission Application Process

Printing to PDF Unofficial Transcripts

1. Log on to NEIUport, <http://neiuport.neiu.edu>
2. Click on the **Student** tab
3. Find the **Academic Profile** channel



4. Click on the **Transcript** link
5. Click on the **Submit** button
6. Make sure that when you print* that you all pages not just the first page.

*If you use Google Chrome you can Save as PDF as one of the print options; otherwise, you can print your transcript and scan the transcript and save it as a PDF.