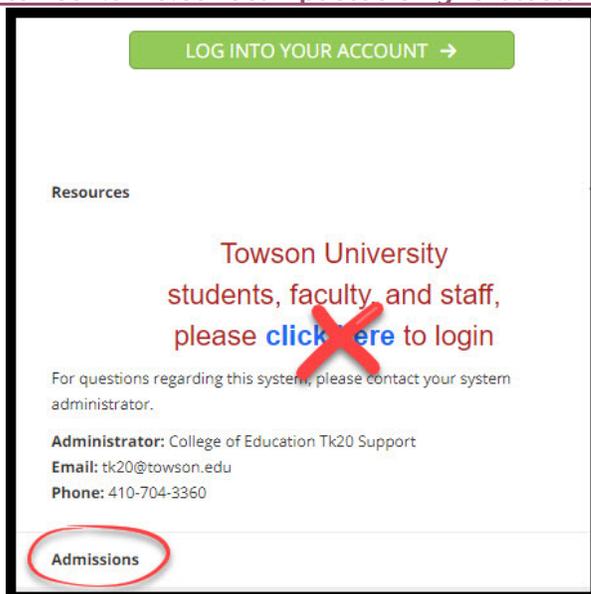


Create an Applicant Account

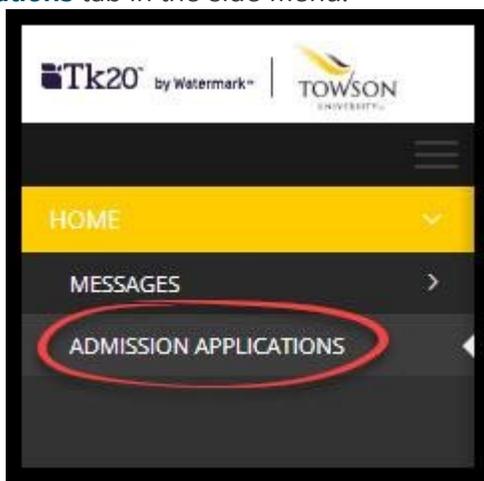
1. Go to the Towson University Tk20 login page and click on **Admissions** at the bottom.
<https://towson.tk20.com/campustoolshighered/start.do>



2. Expand the Admissions accordion. In the bottom of the box, click on the link: [Click here to create your account.](#)
3. Complete any fields marked by an asterisk (*) and fill in the CAPTCHA word as directed.
4. When you are finished, click on **Create My Account**. Your username will be displayed. Use this username and the password you entered to log in to your new Tk20 Applicant account. Select **Back to Log In**.
***IMPORTANT: Be sure to make note of your new username and password so that you can log in to monitor your application status!**

Create an Admission Application

1. Log in using your Tk20 Applicant account username and password. Navigate to the **Admission Applications** tab in the side menu.



2. Click on [+ Create New Application](#).

3. Select the appropriate application for the program you want to apply to from the drop down menu and click on the green **Next** button. You will see instructions and a checklist of tasks to complete. Select **Next**.
4. Complete the application as directed. Any fields with an asterisk (*) must be filled in before you submit.
5. If you are required to attach a file, click on the **Select Files** button to search for file(s) on your computer. To add a file, select the green plus sign. You can remove a file by clicking on the “X” next to that file. You can view a file you have uploaded by clicking the file name. Please upload files as Word or PDF.
6. Once you have started an application, you have 3 options:
 - a. **Submit:** This option submits your application for final review.
 - b. **Save:** Click this at any time to save your progress and return at a later time to finish the application.
 - c. **Close:** Exit the application without saving or submitting any changes.

Note: If you do NOT see the name of the application you need to complete, you may be attempting to complete an application AFTER its due date has passed or the application may not be activated yet.

Return to a Saved Admissions Application

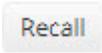
1. Click on the **Admissions Applications** tab to display a list of all application forms you have created.
2. Click the blue name of the application you wish to edit.
3. When finished editing, click on **Save, Close,** or **Submit**.

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

Recall a Submitted Admissions Application

If you need to make a change to a submitted application, you can recall it until it enters the review stage and is “locked” by an administrator.

To recall an unlocked application, follow these steps:

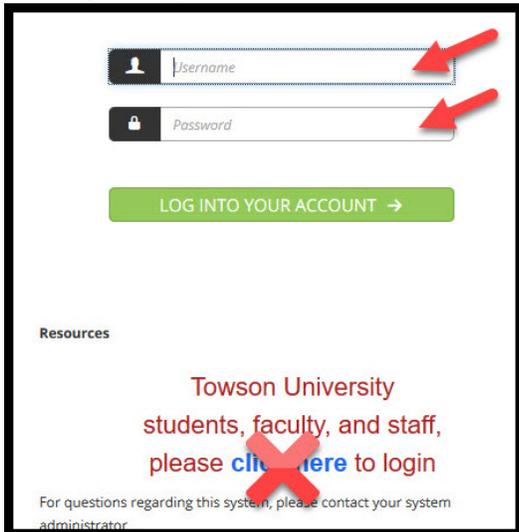
1. Click on the **Admission Applications** tab to display a list of all of the application forms you have created.
2. Click the blue name of the application you wish to recall.
3. Click the **Recall** button in the top right-hand corner of the page. 
4. Make the needed changes and click on **Save,** or if ready for submission, select **Submit**.

Note: If you are unable to recall your application, this means it has entered the review stage and you will need to contact the department directly.

Admissions Application Review Status

1. You may check the status of your application at any time by logging into your Tk20 Applicant Account using the credentials you created: <https://towson.tk20.com/campustoolshighered/start.do>

2. Enter your Applicant Account username and password.



A screenshot of a login form. At the top, there are two input fields: the first is labeled 'Username' and the second is labeled 'Password'. Two red arrows point to the right side of each input field. Below these fields is a green button with the text 'LOG INTO YOUR ACCOUNT →'. Underneath the button, the word 'Resources' is written in a small font. The main text in the center reads 'Towson University students, faculty, and staff, please [click here](#) to login'. A large red 'X' is drawn over the word 'click'. At the bottom, there is a small line of text: 'For questions regarding this system, please contact your system administrator'.

3. The application **Status** and **Final Result** are displayed next to the name of the application.



Submissions Deadline ▾	Status ▾	Final Result ▾	Date Created ▾
03/01/2020 11:55 PM	Review in Progress		02/12/2020 11:06 AM