CECP Student Subscription Instructions

To help ensure that Department of Counselor Education and Counseling Psychology graduates are prepared to work in their chosen professions, as well as to satisfy assessment related requirements of accrediting and approving bodies for quality programs, CECP conducts systematic assessment of students and programs.

In a number of foundational CECP courses, Tk20 will be a required instructional resource similar to textbooks, course packs and other supplemental required instructional materials. CECP will be transitioning to the use of Tk20 during the fall 2014 semester. Since fall 2014 was the first semester of Tk20 implementation there was a transition process involving CECP students at all phases of their graduate training. Each student formally admitted to and enrolled in CECP by the fall 2014 semester should have a tk20 account. If you were admitted to and enrolled in CECP by fall 2014 and have questions about your Tk20 account please contact Deanna Merz in our main office at 269-387-5103.

Effective with the spring 2015 semester in January 2015, all newly admitted and enrolled CECP students are required to purchase a student subscription for a tk20 account. Newly admitted CECP students may purchase this resource directly online from Tk20 or students may purchase their Tk20 student subscription through the WMU bookstore.

The cost of a Tk20 student subscription will be lower when purchased directly from Tk20. However, students who would like to apply financial aid to their Tk20 student subscription may wish to purchase their Tk20 student subscription on campus through the University bookstore. Procedures are available on campus at the WMU bookstore to allow the application of financial aid to purchase a Tk20 student subscription.

Students only need to purchase this service one time even though it will be used in multiple courses across the entire program of study including final field experiences; and will available for use for up to 10 years following graduation as CECP alumni.

To purchase your Tk20 Student Access Kit online from Tk20 you will need to go to the link below and follow the instructions.

If you wish to purchase your Tk20 Student Access Kit through the WMU Bookstore you will need to follow the instructions below for WMU Bookstore purchase procedures. PLEASE NOTE that once you purchase and receive your Tk20 Student Access Kit through the WMU Bookstore you still MUST register your student account before you can use Tk20 by going to the link below to register your account.

PLEASE NOTE that in establishing your Tk20 account when asked for Student ID this refers to your WMU WIN#. When asked for email address you need to provide your WMU email address.

[PLEASE ALSO NOTE that if you are a newly admitted CECP student and have already purchased or attempted to purchase a student Tk20 account online, and encountered problems or
had difficulty, do not attempt to purchase a second time. Please contact Deanna Merz in the main CECP Office at 269-387-5103 and we will first follow-up as may be needed.]

**To Purchase your CECP Student Tk20 subscription from Tk20 go to:**

https://payment.tk20.com/ctpayment/?id=wmich

**To purchase your CECP Student Tk20 Access Kit through the WMU bookstore follow these instructions:**

- Go to www.wmubookstore.com
- Click on the word “Books”
- “Select Your Program” should be set to “All”
- “Select Your Term” should be set to the current term, e.g. “Spring 2015”
- Set “Select Your Department” to the very last option “ZCancelledbooks/Special Orders”
- Click the “Submit” button
- Click the plus sign at the end of “Student Accounts for TK20 Assessment System”
- Click the “Add to cart” button
- Click the “Go to cart” button and follow the instructions to check out.

If you have financial aid that you are eligible for and wish to use to purchase your Tk20 student subscription you will need to purchase your Tk20 Student Access Kit at the WMU bookstore on the main campus. Go to the service desk, inform them you wish to purchase the CECP Tk20 Student Access Kit, complete the necessary paperwork for financial aid to be applied to the purchase, and then go to check out with your paperwork and student access kit.

Once you obtain your CECP Student Tk20 Access Kit you will need to go:

https://payment.tk20.com/ctpayment/?id=wmich

to register your student tk20 account. Remember to use your WIN # as your student ID and your WMU email address when registering your Tk20 account.

Once you have established your Tk20 student account you may go to CECP Tk20 webpage at http://www.wmich.edu/cecp/tk20

There is additional information and links to several brief student video tutorials. You are encourage to read this page carefully and to watch the brief video tutorials about logging in to TK20; Preferences and Screen Appearance in TK20; Messages in Tk20; and Navigating in Tk20. When you click on the link to the Student tutorials on TK20 you will then be asked to sign in to see the videos with your Bronco Net ID and password. Once ready to sign in to Tk20 click on the link at the top of CECP Tk20 webpage. You will then go to WMU Central Authentication where you will enter your Bronco Net ID and password to access TK20.