

Part-Time First-Year Student Instructions for Self-Efficacy Survey

Logging into Tk20

- 1) Tk20 can be accessed in two ways:
 - a. Copy the following url into the address bar:
<http://upenn.tk20.com/campustoolshighered/shib-login>
OR
 - b. Go to SP2's home page <http://www.sp2.upenn.edu/>.
 - i. Then click "[Degree Programs](#)" and select "[Master of Social Work](#)."
 - ii. On the left, you will see a vertical menu. Click the tab called "[Tk20](#)" (found below "[Field Education](#)" and above [Resources](#)).
 - iii. On this page, you will see an introductory paragraph about Tk20. Below this, you will see the heading [For Student and Faculty Access to Tk20](#). Click where it says "[click here](#)." This will bring you to the log in page.
- 2) Enter your PennKey and Password when prompted to do so.

*Tip: once you are logged in, do not use the forward/back arrows on the address bar to navigate the site. Instead, follow the steps outlined below to find the pages you need.

Accessing the Self-Efficacy Survey

- 1) Once you have logged in, you will see a message that says:

[Hi, \[Your Name\]](#)

Under your name, you will see a heading that says [Pending Tasks](#). Below this heading you will see the title of the Self-Efficacy Scale, which appears in blue text. Click on the Self-Efficacy Scale.

- 2) From here, you will be able to access your Self-Efficacy Scale and will be able to fill out the survey. To save the survey without submitting it, click the "[Save Draft](#)" button at the bottom or top left of the screen. This will allow you to return to your survey later to edit it.

When you have completed your survey, click the green "[Submit](#)" button at the top or bottom of the screen.

Do not click "[Submit](#)" until you are sure you have finished editing the survey