Students, please read this entirely before purchasing Tk20:

You can purchase your Tk20 membership through the UWG Bookstore or directly online. **There is a difference in pricing** even though they are both the same membership with no additional features.

<table>
<thead>
<tr>
<th>UWG Bookstore</th>
<th>Purchasing Online</th>
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<tbody>
<tr>
<td>- sells the access code to activate your account at about $150</td>
<td>- Tk20 sells it directly online for $100 + $3 for processing</td>
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<tr>
<td>- students have noted this can be purchased with financial aid because it is treated as a textbook at the UWG Bookstore</td>
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- Please note that either way, your account activation takes about 2-3 business days from the time you either redeem your purchased code or from the moment you successfully purchase your account online.
  - If you will be needing your account much sooner than that, please forward your purchase confirmation order to tk20@westga.edu and note “urgent-Tk20 account activation” in the subject line. **Also state by when you will need your activation account.** We will then notify Tk20 of the matter and ask they prioritize your activation. **This is not a guaranteed result, but rather an effort to support your urgency.**
- When purchasing or activating your account, use your MyUWG email. **You will also need to provide your 917 to link the account to you.**

**Step 1: How to purchase or redeem your bookstore Tk20 code online:**

1. Go to: [https://westga.tk20.com/campustoolshighered/start.do](https://westga.tk20.com/campustoolshighered/start.do)
2. Click on “Click here to purchase or register your Tk20 account” hyperlink found directly below the green log into your account button.
   - **a. If redeeming your UWG Bookstore code:**
     i. Select the first option
   - **b. If purchasing your account directly online:**
     i. Select the second option
     ii. Then click “Continue”

![Screenshot of Student Account Purchase 1](Image)

3. Enter all of the information on the form – remember to **enter your MyUWG and 917# to avoid any delays on activating your account.**
4. You should receive an **automated purchase confirmation order** email to the email you provided when purchasing your account shortly after submitting your payment and account information. Hold on to this! If you need your account activated sooner than 2-3 business days, forward this purchase confirmation email to Tk20@westga.edu.
5. Within a few days, you will receive another email confirming your account has been activated. **DO NOT follow the instructions in that email.** Instead, login as shown in Step 2:

**Step 2: I received an email noting my account has been activated. Now how do I access it?**

1. Login to your Tk20 account via your MyUWG logon (westga.edu > “Log On” [top right corner])

![Screenshot of westga.edu lock icon leading to MyUWG logon]

2. Click on “**External Resources**” and scroll to the bottom. Click on “**Tk20**”

![Screenshot of what the “External Resources” tab looks like]

- **TK20**

3. Click “**Continue to Tk20**”
4. You should now be in.

![Screenshot of what Tk20 looks like once successfully inside]
For any questions regarding your account, please contact your Tk20 Unit Administrator from your MyUWG:

 tk20@westga.edu