

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.

UWG Bookstore	Purchasing Online
- sells the access code to activate your account at about \$150 - students have noted this can be purchased with financial aid because it is treated as a textbook at the UWG Bookstore	- Tk20 sells it directly online for \$100 + \$3 for processing

- 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>
2. Click on "**Click here to purchase or register your Tk20 account**" hyperlink found at the bottom left corner of the logon screen.

If redeeming your UWG Bookstore code:

- Select the first option

If purchasing your account directly online:

- Select the second option

Then click "Continue"

Student Account Purchase

Welcome to the Tk20 Student Account purchase page. Please choose the option that applies to you.

I need to register my student account purchase made from the Campus Book Store.

I would like to purchase a \$100 account for 10 years

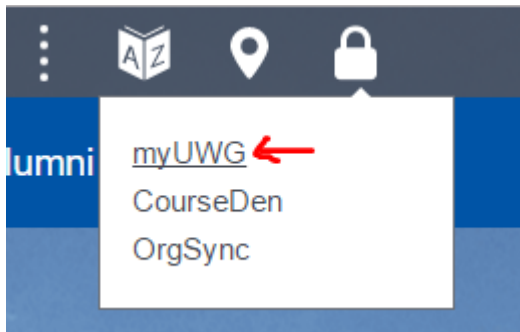
Screenshot of Student Account Purchase 1

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

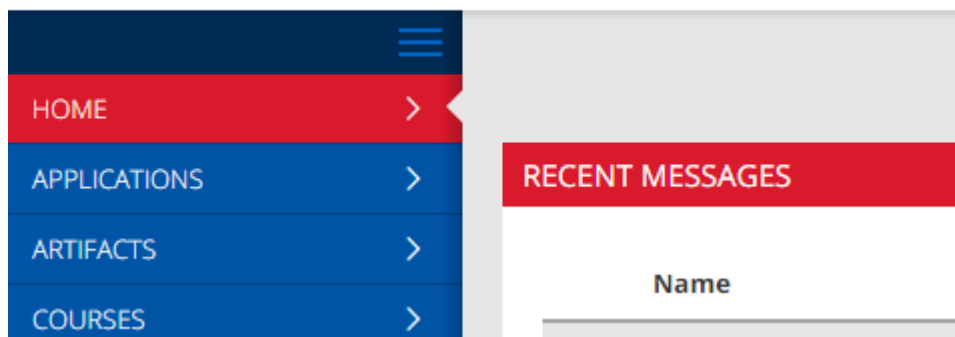
2. Click on **“SSO External Resources”** and scroll to the bottom. Click on **“Tk20 SSO”**



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:
 Selina Lopez-Nunez | tk20@westga.edu | 678-839-6104