

HOW TO PURCHASE A TK20 ACCOUNT:

- You can purchase your Tk20 membership through the UWG Bookstore or directly online from Tk20.
 - **There is a difference in pricing** even though the membership for both accounts is identical.

UWG Bookstore	Tk20 -- Online
- Sells the access code to activate your account at about \$150. - Can be purchased with financial aid refund, the account purchase is treated as a textbook purchase at the UWG Bookstore.	- Sells Tk20 account directly online for \$100 + \$3 for processing.

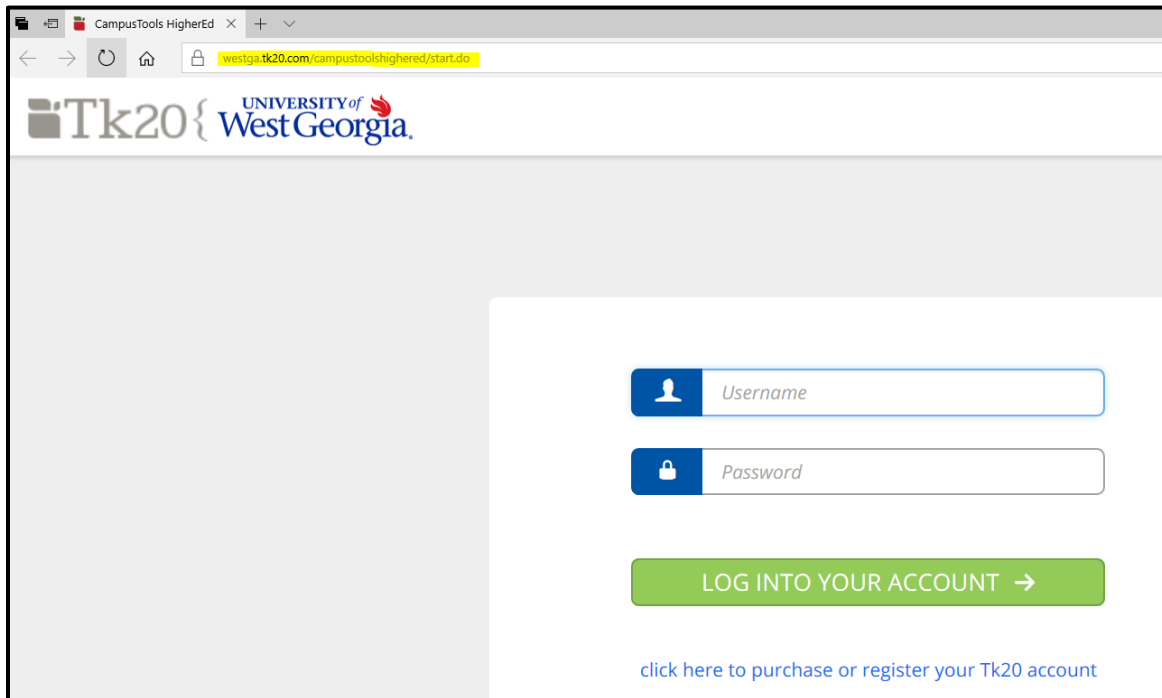
1. If redeeming your UWG Bookstore code:

- a. For more information on eligibility, and dates of purchase, visit the Enrollment Services webpage "[Bookstore to the Rescue](#)".
- b. You can purchase your Tk20 access code from the UWG Bookstore by selecting the following link: https://www.bookstore.westga.edu/buy_book_detail.asp?pf_id=10952344
- c. You can also go the UWG bookstore webpage, select "Course Material" → "Textbook" → "MISC—Miscellaneous" → "Tk20" → "Add Course To List":

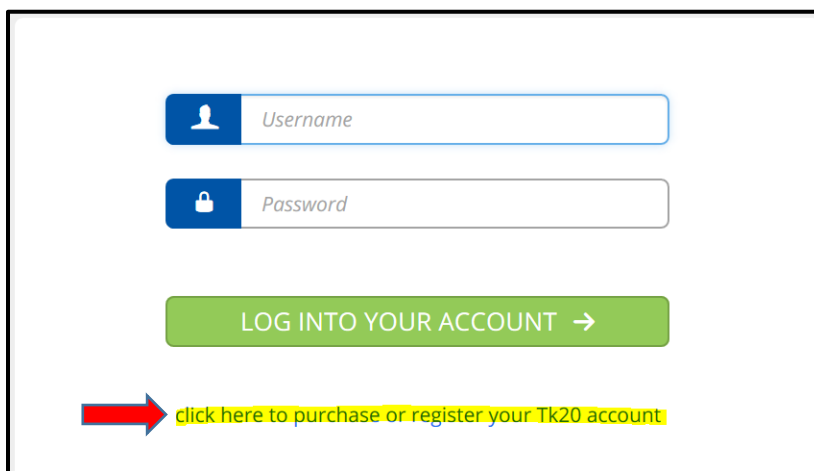
The screenshot shows the UWG Bookstore website interface. At the top right, there is a user status indicator "You are not signed in!" with a "Sign In" button and a search bar with the placeholder "Enter item description/isbn" and a "Search" button. The main navigation menu on the left includes "Browse", "Online Store", "HOME", "COURSE MATERIALS" (highlighted in yellow), "SHOP UWG", "CUSTOMER SERVICE", "ACCOUNT", "FACULTY/STAFF", and "CART: 0". The main content area features the heading "Find it » Add it » Buy it" and a sub-heading "University Bookstore makes it easy to find the exact textbooks you need for every class. Perform these three easy steps to see a list of the required and optional texts and materials as specified by your instructor(s).". Below this, there are three numbered steps: 1. "Select the Term, Department, Course, and Section affiliated with your class.", 2. "Click the ADD button to add the class to your course list.", and 3. "Click the GET YOUR BOOKS button to see a full list of all your books for each selected class." A note asks "Have more than one class to buy books for?" and suggests repeating the steps. The "Select Your Courses" section contains four dropdown menus: "WEST GEORGIA - 2017,2019 Fall Semester - 2016AUWC", "MISC-Miscellaneous", "TK20", and "1". A red "Add Course To List" button is positioned below the dropdowns. A message on the right states "There are currently no courses added to your list."

- d. You will receive a unique 34 digit student access code from the student access kit you purchased from your campus bookstore.

2. Go to: <https://westga.tk20.com/campustoolshighered/start.do>



3. Click on **“Click here to purchase or register your Tk20 account”** hyperlink found directly below the green log into your account button.



a. To redeem your UWG Bookstore code, select **first option**, press "**Continue**":

Tk20

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

Continue

Payment Services
by VeriSign

b. Select "I wish to register my student account purchase made from the campus book store", press "Continue":

Tk20

Purchase/Register a CampusTools™ HigherEd Student Account

This account will be valid for 10 Years of access to the system. Please allow us 2-3 business days after the purchase to activate your account.

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

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

Continue

Payment Services
by VeriSign

4. Complete the "Student Account Registration for Bookstore Purchase", Select "Submit":

Student Account Registration for Bookstore Purchase

Student Information

First Name: *

Middle Name:

Last Name: *

Student ID Number: *

Address Line 1: *
Street address, P.O. box, company name, c/o

Address Line 2:
Apartment, suite, unit, building, floor, etc.

City: *

State: * ▼

Zip Code: *

Order confirmation and account activation will be sent to the email provided below. Please enter only one valid email address.

Email: *


Re-type Your Email: *

Phone: * - - ext.

License Information

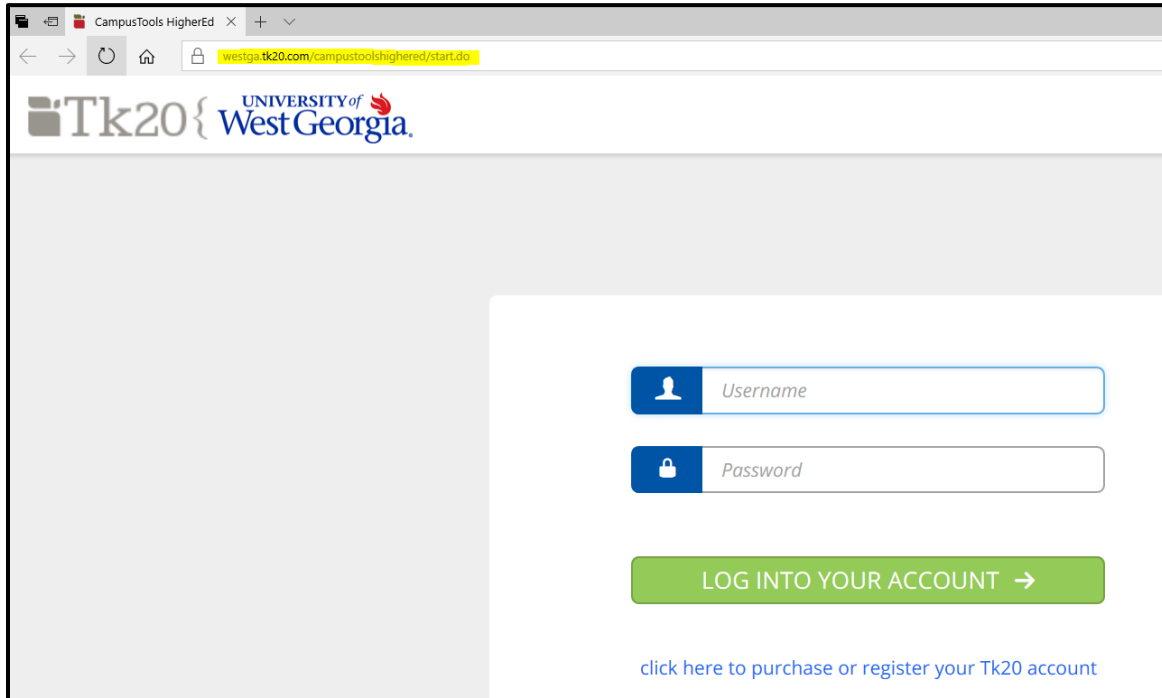
Please enter the unique 34 digit Student Access Code from the Student Access Kit you purchased from your campus book store.

Student Access Code: * - - - - - - -

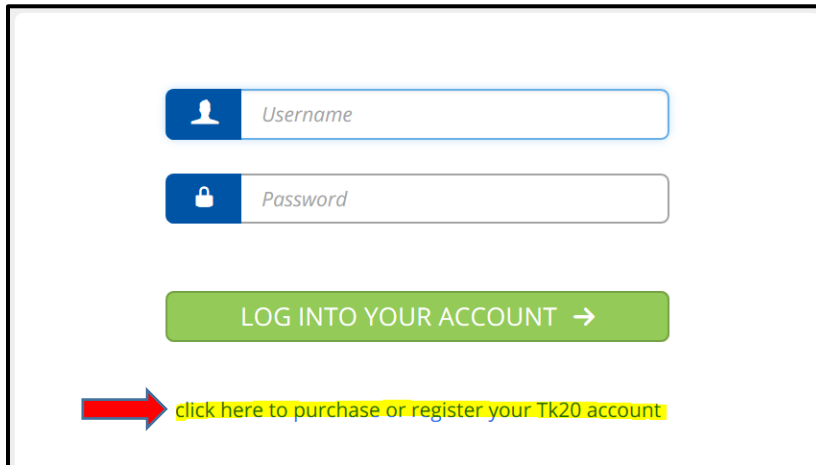


5. If purchasing your account directly online from TK20:

- a. Go to: <https://westga.tk20.com/campustoolshighered/start.do>



- b. Click on **“Click here to purchase or register your Tk20 account”** hyperlink found directly below the green log into your account button.



c. Select the second option, then select "Continue".

Tk20

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

Continue

Payment Services
by VeriSign

d. Select your payment preference, "I wish to pay by credit card" or "I wish to pay by money order/cashier's check", then press "Continue":

Tk20

Purchase/Register a CampusTools™ HigherEd Student Account

Student Account for the CampusTools HigherEd system costs:
Order Processing Fee: \$3.00
Base Price: \$100.00
Sales Tax: \$0.00
This account will be valid for 10 Years of access to the system. Please allow us 2-3 business days after the purchase to activate your account.

Tk20 will accept credit card payments, money orders, or cashier's checks. Tk20 does not accept personal checks. All credit card payments are handled directly by Verisign. Please select a payment option by clicking on the appropriate button below:

I wish to pay by credit card

I wish to pay by money order/cashier's check

Continue

Payment Services
by VeriSign

- Please complete your purchase order by entering your student and billing information. Use your **"MYUWG" email**, and Student ID Number (**917**). Any error to entering your MyUWG email, and/or student identification will result in a delay in account activation.
- 6. 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.
 - a. **If** you will be needing to access your account sooner, **then** please forward your purchase confirmation order to tk20@westga.edu, with the subject line: "Urgent-Tk20 account activation", and provide **when** you will need your activation account. We will notify Tk20 of this issue on your behalf, and ask they prioritize your activation. **This is not a guaranteed result, but rather an effort to support your urgency.**
- 7. 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 to your Tk20 account following the instructions in the "[How to log into Tk20](#)" instructions on the [Tk20 webpage](#).

For any additional questions, please contact your Tk20 Unit Administrator:
tk20@westga.edu