Agency Representative: How to Access and Complete Forms

Step 1: Login/Access Student(s)

Go to: tamucsw.tk20.com

1.Azertegenee	1. Enter your email as the username	
	2. Enter your email as the password	
Register your account.		
Resources		

If you are unable to login using your email as your username and password email Jill.Woodruff@tamuc.edu

If successful you'll be directed to a screen that will prompt you to change your password. Be sure and remember your password for the next time you login. You'll always use your email for the username.

HOME > FIELD EXPERIENCE	A P	et5	3. C	lick on I	Field Experi	ence Tab		• * 1 •	I, TEST FIELD
FIELD EXPERIENCE V		C. LIC.							
Assessments		Student A	Assessments Previous	4. Click	on Student	s Name	ructor	Sent By	Sta
	۴	student1, test1	amester)	TEST Term	TEST Course	TEST Section		, Ed Social Work	Op
	٣	student1, test1	TEST MSW Binder	TEST Term	TEST Course	TEST Section		Woodruff, Jill	Op
	۴	student1, test1	MSW - AGP Practicum (Test Fall 2017)	TEST Term	TEST Course	TEST Section		, Ed Social Work	OF

Step 2: Complete the forms listed under Field Experience Forms



Step 3: Complete the Form. You can use the "back" button to go back to the screen in step 2 OR click on "Complete" if the form is complete or if you have filled in a portion and want to save your work.

	Submit Close
MSW - AGP Practicum (Test Fall 2017) Schedule/Activities Log Field Learning Contract	Student: testi studenti Reminder: Do not complete assessments using multiple bro data inconsistencies: Complete assessments and navigate t
Title: MSW - AGP Practicum (Test Fall 2017)	CBACK Field Instructor-MSW AF Field Learning Evaluation: Semest MSW CONCENTRATION FIELD PRACTICUM (SWK 5 54)
Due Date(s): 01/31/2018 01:00 AM	LEARNING CONTRACT & EVALUATION FORM Please indicate which semester of field you are enrolled in O First Semester O Served Semester
Submission Option(s): Students are allowed to submit after the due date. Students are allowed to submit after assessment has been submitted. Additional Attachments are allowed.	Third Semester Student Name:
> Site Information	testi studenti Current Semester;*
> Placement Details	Please Select
	Faculty Liaison:
	"Complete"

Step 4: Once ALL Forms listed under Field Experience Form have been completed you can click on "Submit". If you lack forms to complete you can click on "Close"

Print-Friendly Vev	"Submit" or "Close"	Submit Close				
MSW - AGP Practicum (Test Fall 2017) Schedule/Activities Log Field Learning Contract	Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may caus data inconsistencies. Complete assessments and navigate the system with only one browser window.					
Title: MSW - AGP Practicum (Test Fall 2017)	FIELD EXPERIENCE FORMS					
Due Date(s): 01/31/2018 01:00 AM	Field Experience Form Field Instructor-MSW AGP Field Learning Evaluation: Semester 1	Description Last Update				
Submission Option(s): Students are allowed to submit after the due date. Students are allowed to submit after assessment has been submitted. Additional Attachments are allowed.	Field Instructor-Evaluation Input of Program: Semester 1 Field Instructor-CEU Verification Document FIELD EXPERIENCE FORMS					
> Site Information	Field Experience Form	Description Last Update				
> Placement Details	Field Instructor-Mark Heal Learning Evaluation: Semester 1 Field Instructor-Evaluation Input of Program: Semester 1 Field Instructor-CEU Verification Document					

Always "SAVE" !!! You will SUBMIT once <u>all</u> forms assigned to you have been completed. This will be towards the end of the students program.

Questions regarding system problems or login may be emailed to beateacher@tamuc.edu or 903-886-5886