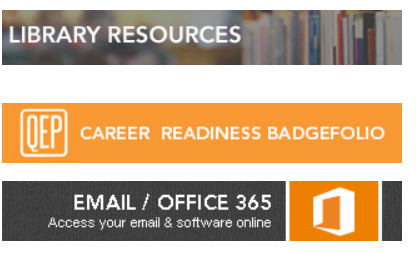
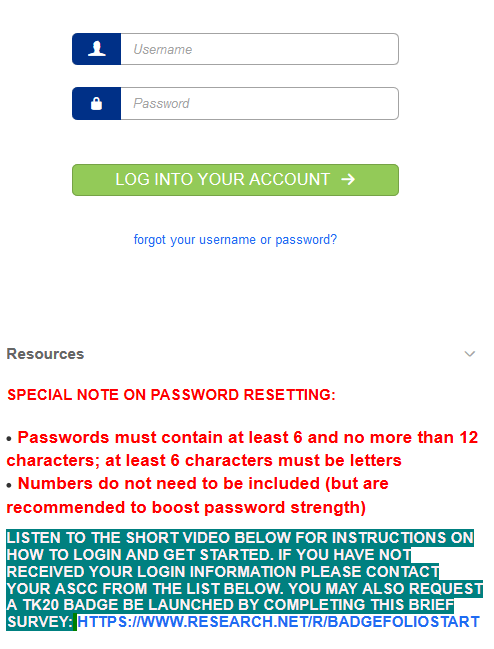
**Note: If you see an it means that you should click what the arrow is pointing toward.**

**Go to**  **your student portal and log in. Scroll down to the QEP Career Readiness Badgefolio button.**

1. Login: Enter your username (**your email address**) and your password (**your student ID plus your campus code -** see table below for a list of the campus codes): The login screen appears as follows:



* 1. For example, username: [Johnd@stu.southuniversity.edu](mailto:Johnd@stu.southuniversity.edu) then Password: 54698764315SUO

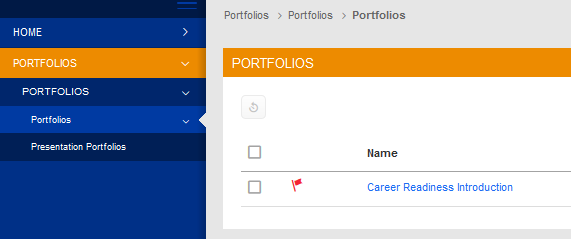
Make sure that **SUO** is all IN CAPS

Click on Log Into Your Account. Any trouble with logging in or resetting passwords should go to: [\_SUTk20Help@edmc.edu](mailto:_SUTk20Help@edmc.edu)

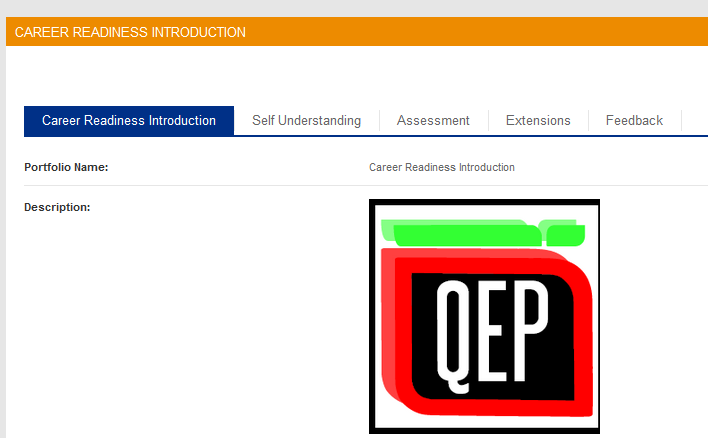
For additional help contact the appropriate your ASCC as shown in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Academic Success Center Contacts | | | |
| **Campus Code** | **Campus** | **Name** | **Email** **Phone** |
| **SUAUS** | SU Austin | Angela Niedermyer | [aniedermyer@southuniversity.edu](mailto:aniedermyer@southuniversity.edu) 512-516-8726 |
| **AiCH** | The Art Institute of Charlotte, A Campus South University | Anthony Bradley | [anbradley@aii.edu](mailto:anbradley@aii.edu) 704-723-1376 |
| **SUCLE** | SU Cleveland | Cheryl Stashinko | [cseme@southuniversity.edu](mailto:cseme@southuniversity.edu) 216-755-5045 |
| **SUCOL** | SU Columbia | Nicole Williams | [lnwilliams@southuniversity.edu](mailto:ngregorich@southuniversity.edu) (803) 935-4417 |
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| **AiFW** | The Art Institute Ft. Worth, A Campus of South University | Elona Osmanlliu | [eosmanlliu@aii.edu](mailto:jdowning@southuniversity.edu) 817-210-0769 |
| **SUHP** | SU High Point | Jacqueline Downing | [jdowning@southuniversity.edu](mailto:jdowning@southuniversity.edu) 336-812-7262 |
| **SUMONT** | SU Montgomery | Lesa Keith | [lkeith@southuniversity.edu](mailto:lkeith@southuniversity.edu) 334-546-0693 |
| **SUNOV** | SU Novi | Donna Schmidt | [dlschmidt@southuniversity.edu](mailto:dlschmidt@southuniversity.edu) 248-675-0244 |
| **SUO** | Online | Kimberly Bevington | [kbevington@southuniversity.edu](mailto:ptrotter@southuniversity.edu) 888-444-3404 ext 22191 |
| **AiRD** | The Art Institute of Raleigh Durham, A Campus of South University | Erin Mahaffey-Lowe | [emahaffey-lowe@aii.edu](mailto:emahaffey-lowe@aii.edu) 919-317-3065 |
| **SURI** | SU Richmond | Amanda Wasmer | [awasmer@southuniversity.edu](mailto:awasmer@southuniversity.edu) 804-727-6872 |
| **SUSAV** | SU Savannah | Amani Awad | [aawad@southuniversity.edu](mailto:aawad@southuniversity.edu) 912-201-8064 |
| **SUTA** | SU Tampa | Mayra Yrizarry | [myrizarry@southuniversity.edu](mailto:myrizarry@southuniversity.edu) 813-393-3740 |
| **SUVB** | SU Virginia Beach | Gabe Waterman | [rwaterman@southuniversity.edu](mailto:rwaterman@southuniversity.edu) 757-493-6954 |
| **SUWPB** | SU West Palm Beach | Jing Zhou | [jzhou@southuniversity.edu](mailto:jzhou@southuniversity.edu) 561-273-6422 |

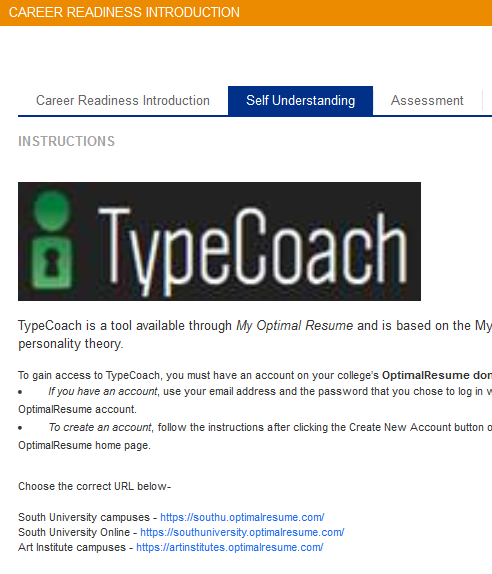
1. Click on the Portfolios tab in the upper left corner.



1. Now you will see your portfolio and can click on it. It will be called **Career Readiness Introduction**.
2. Click on the **Self Understanding** tab



1. Click on the URL for South University campuses to start creating your Optimal Resume account.

\*\*\*It is very helpful if you right-click the link so that you can “open in a new tab” so you don’t lose the TK-20 website.

1. Click new user.

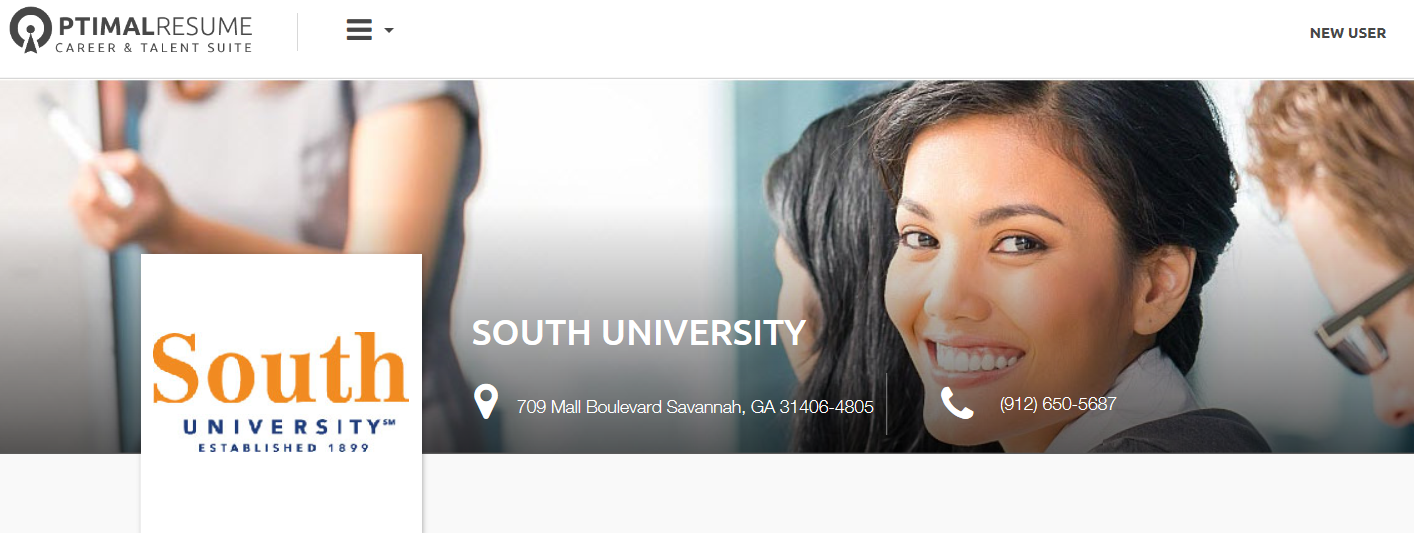


Figure 1: You will see this type of screen if you are an on ground student

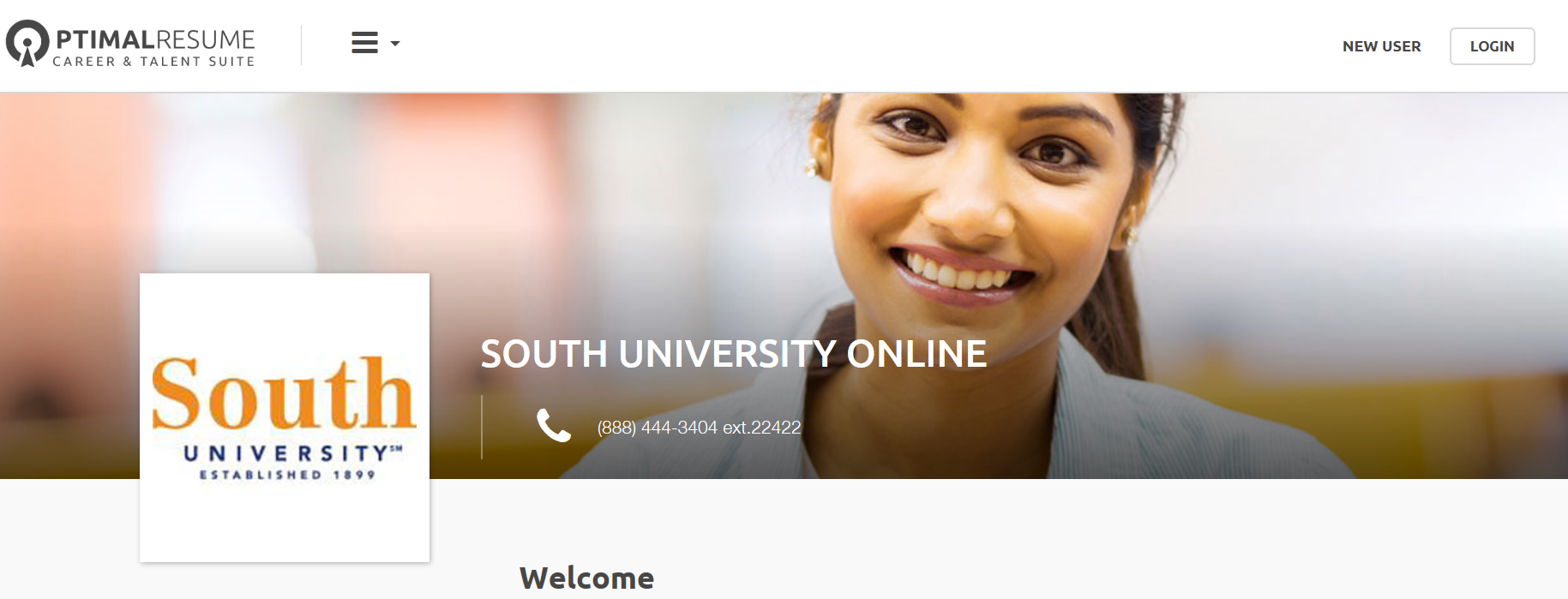
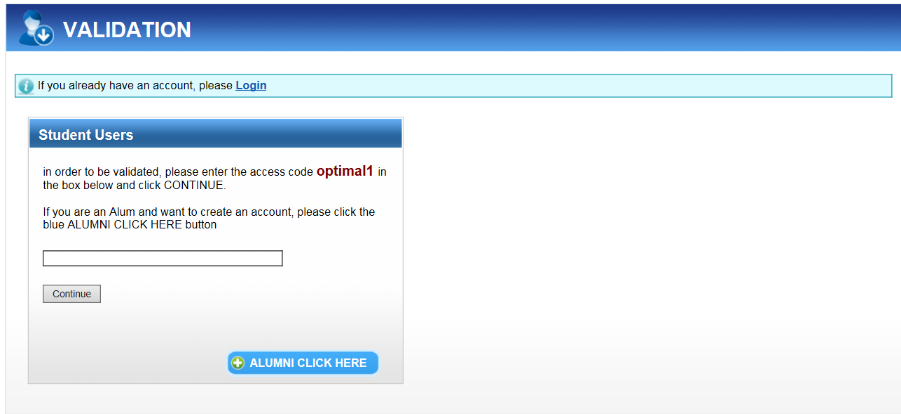
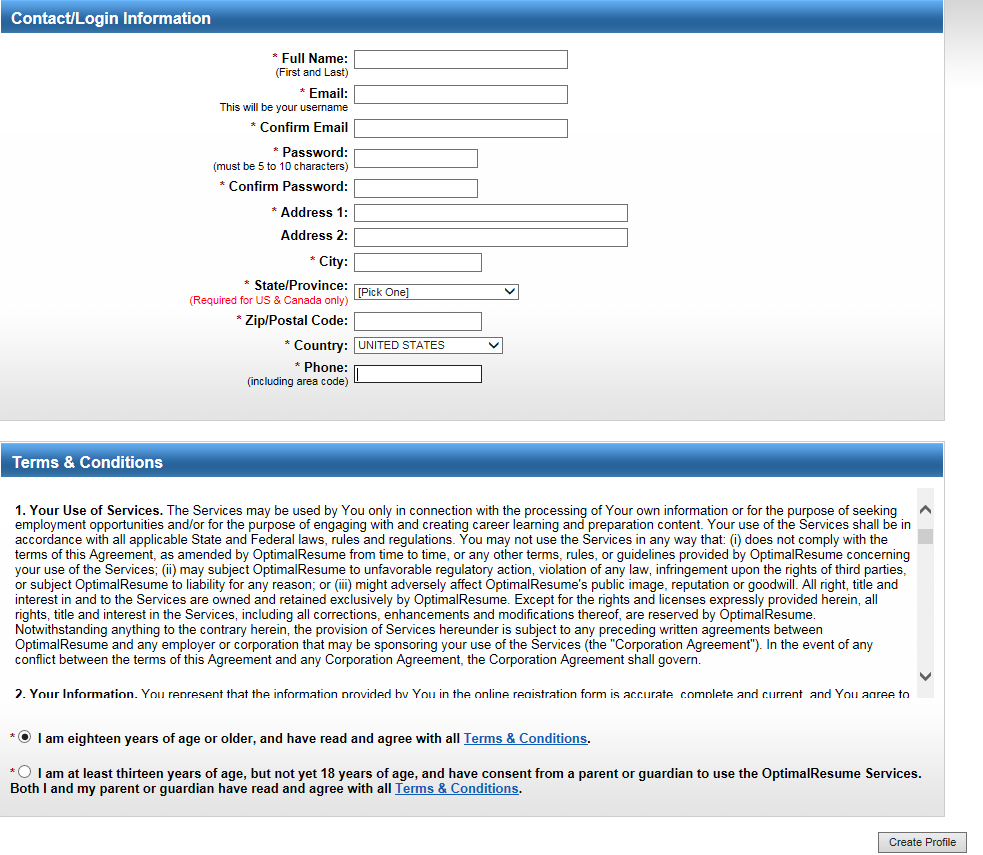
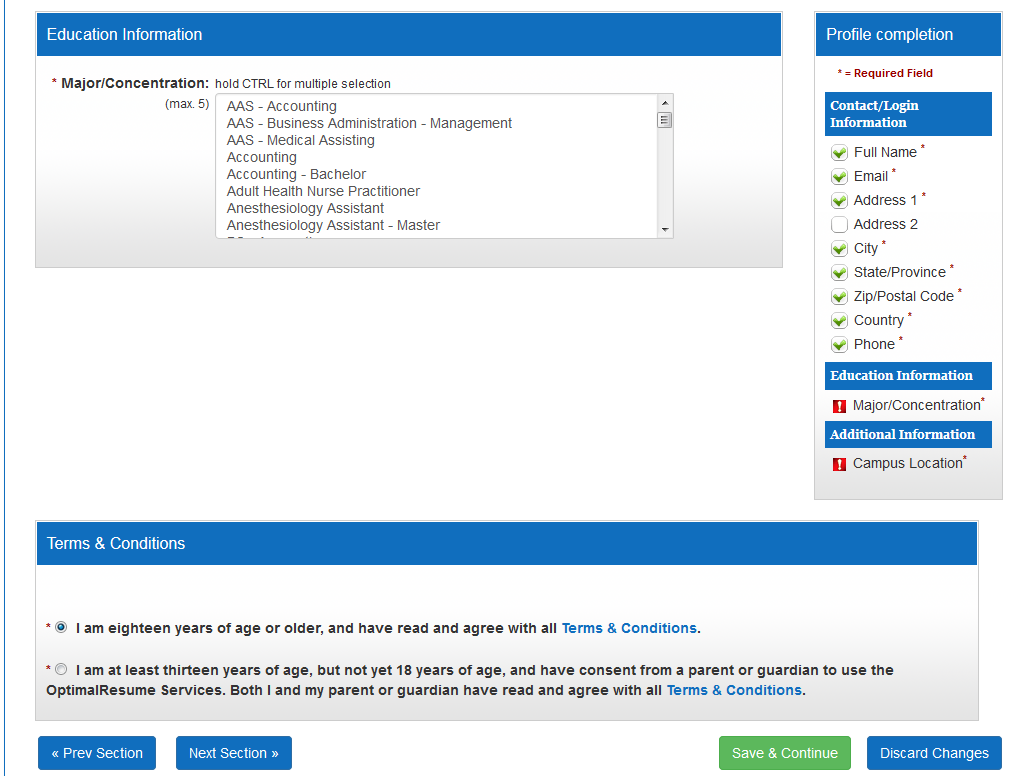


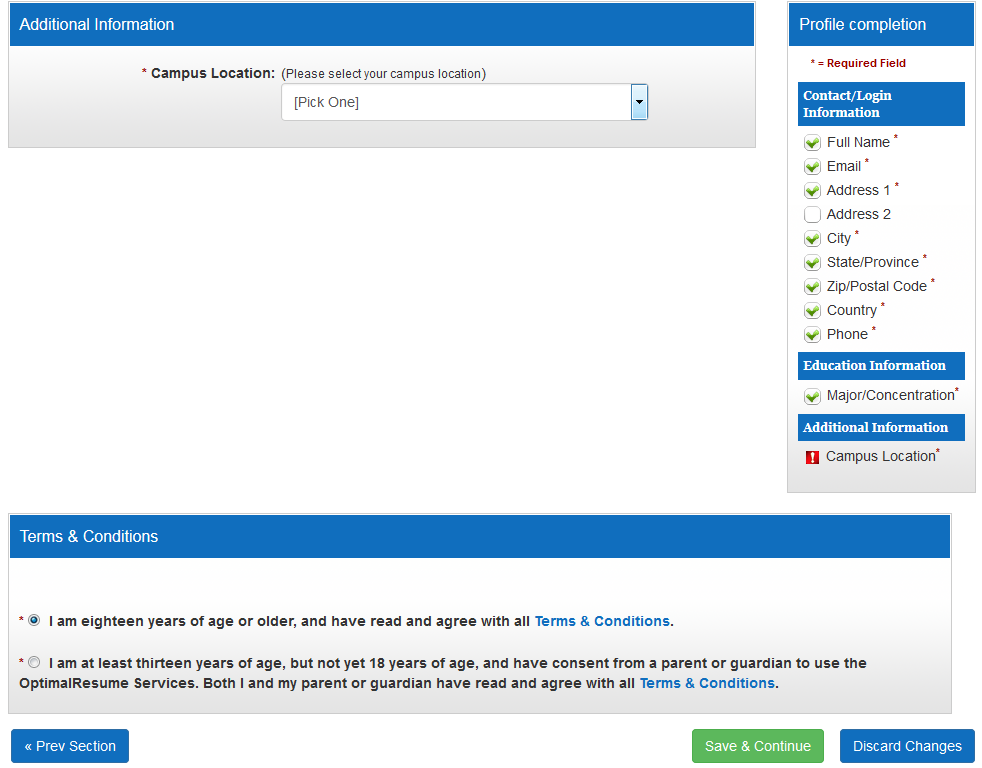
Figure 2: You will see this type of screen if you are an online student.

1. Type Optimal1 and click Continue

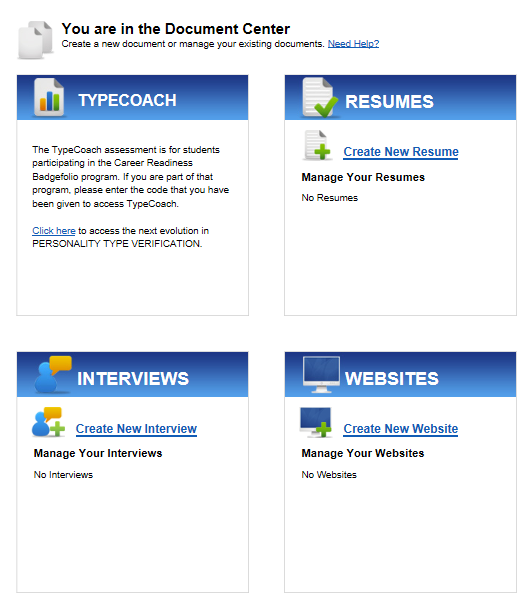


1. Complete each field with an asterisk \* **(Full name, Email, Confirm Email, Password, Address 1, State, Zip Postal Code, Country, Phone)**. Click the appropriate radio button and then click **Create Profile**. 
2. Complete the Education Information field displayed with an asterisk \* (**Major**) then click the appropriate radio button and click Save and Continue

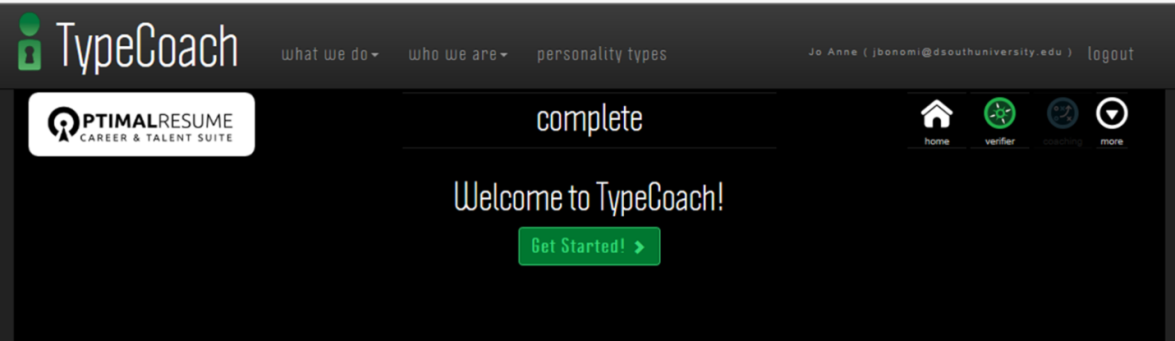




1. Select the appropriate **Campus Location** (Online) from the list then click the appropriate radio button and click **Save and Continue**
2. The Document Center will now appear and you will click under TypeCoach.

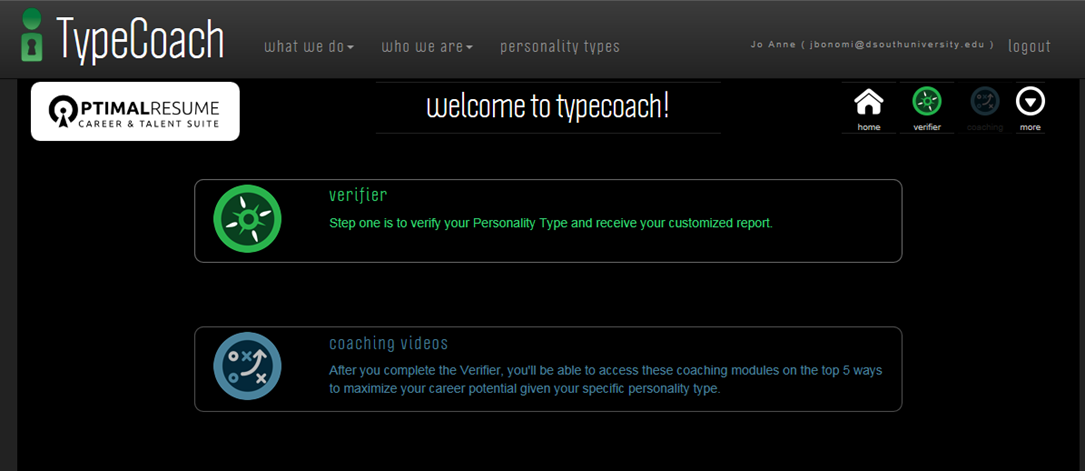


1. The TypeCoach dialogue box will appear and you will click **Get Started**. Then it will ask you for a code. If you are from online campus you will type in SUO. If you are an on ground campus, you will type in your campus code from the chart below (all in caps)

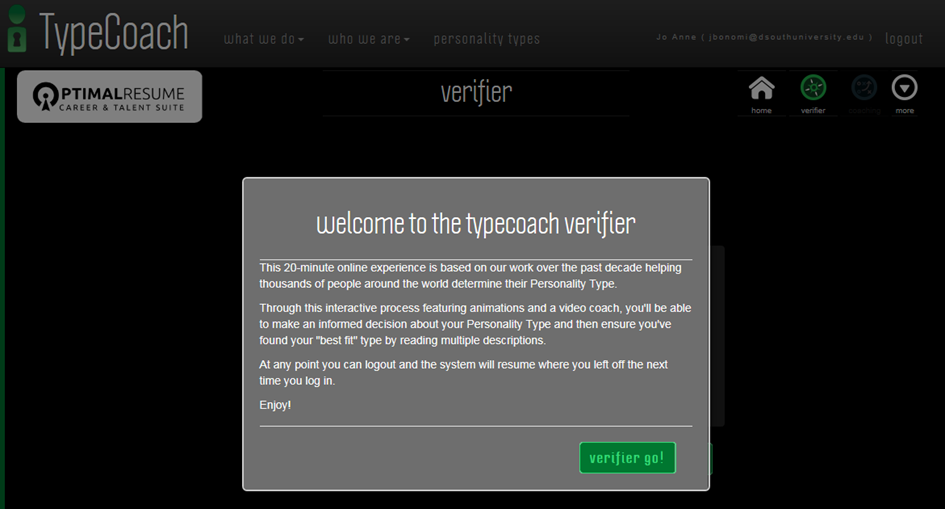


|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | Campus Code Campus |  |
| **Campus Code** | **Campus** |  | **SUNOV** | SU Novi |
|  |
| **SUAUS** | SU Austin |  | **SUO** | Online |
|  |
| **AiCH** | The Art Institute of Charlotte, A Campus South University |  | **AiRD** | The Art Institute of Raleigh Durham, A Campus of South University |
|  |
| **SUCLE** | SU Cleveland |  | **SURI** | SU Richmond |
| **SUCOL** | SU Columbia |  | **SUSAV** | SU Savannah |
|  |
| **AiD** | The Art Institute of Dallas, A Campus of South University |  | **SUTA** | SU Tampa |
|  |
| **AiFW** | The Art Institute Ft. Worth, A Campus of South University |  | **SUVB** | SU Virginia Beach |
| **SUHP** | SU High Point |  | **SUWPB** | SU West Palm Beach |
| **SUMONT** | SU Montgomery |  |  |  |
|  |  |  |

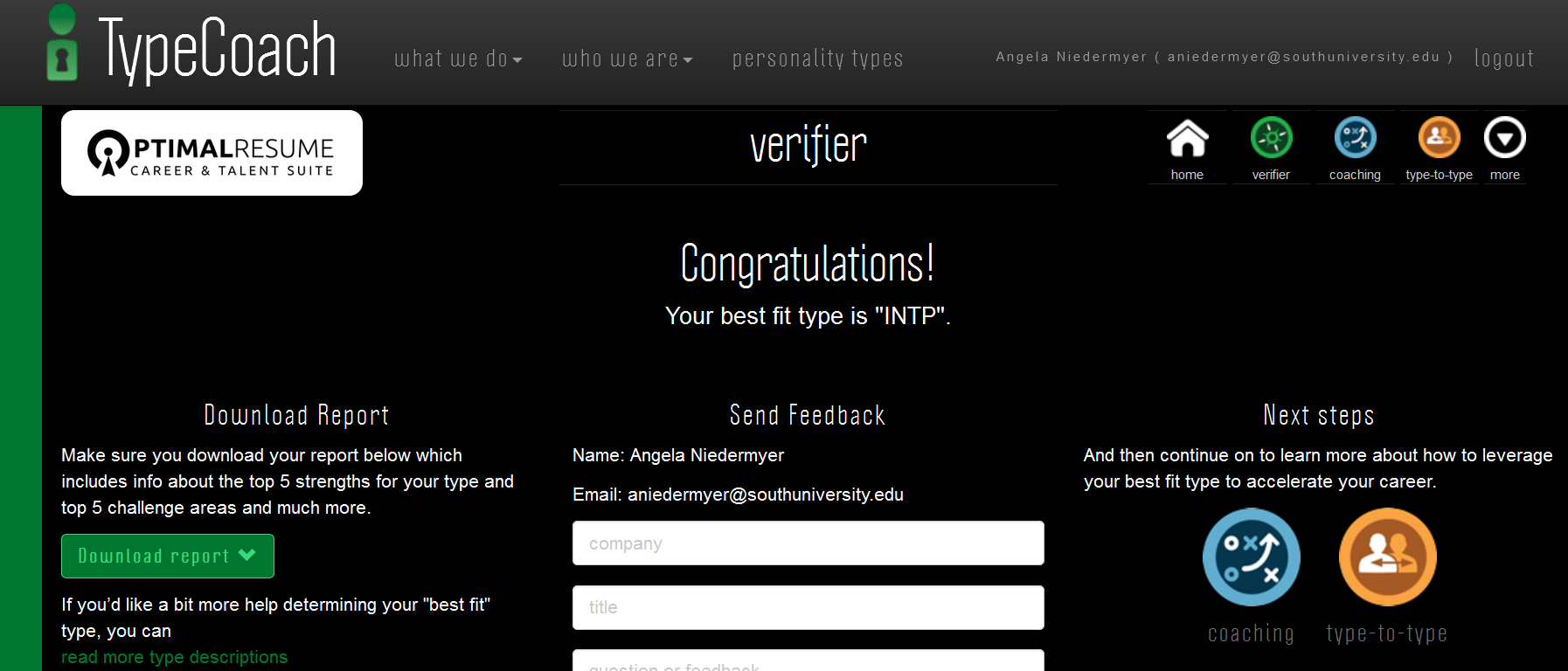
1. Next, click **Verifier**.

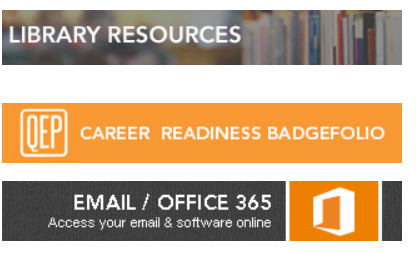


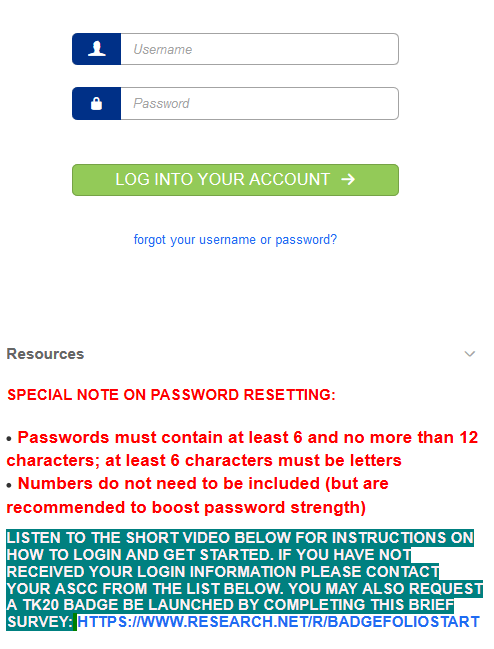
1. Then, click **Verifier Go**.



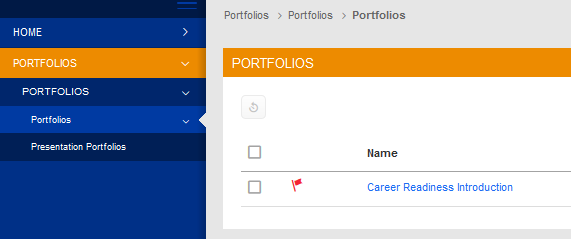
1. After you have completed the verifier videos and look through your report, you will click on the blue coaching videos in TypeCoach.



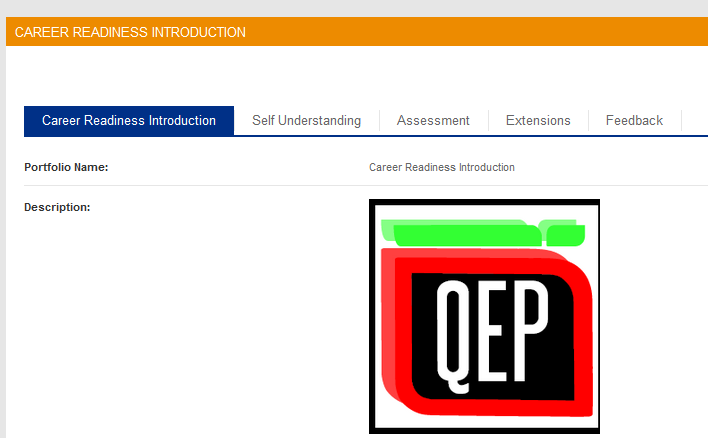
1. Log back into the Badgefolio at <https://southuniversity.tk20.com/campustoolshighered/start.do> or from the button on the student portal. Enter your username (your email address) and your password.



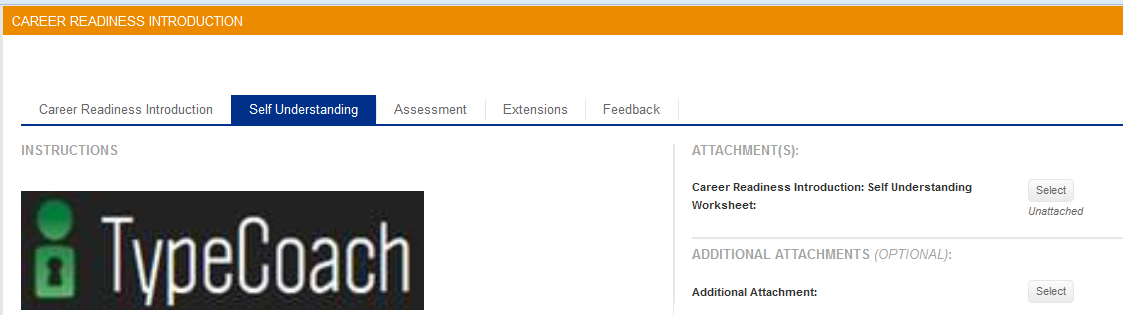
1. Click on the Portfolios tab and you will see your portfolio and can click on it. It will be called **Career Readiness Introduction**.



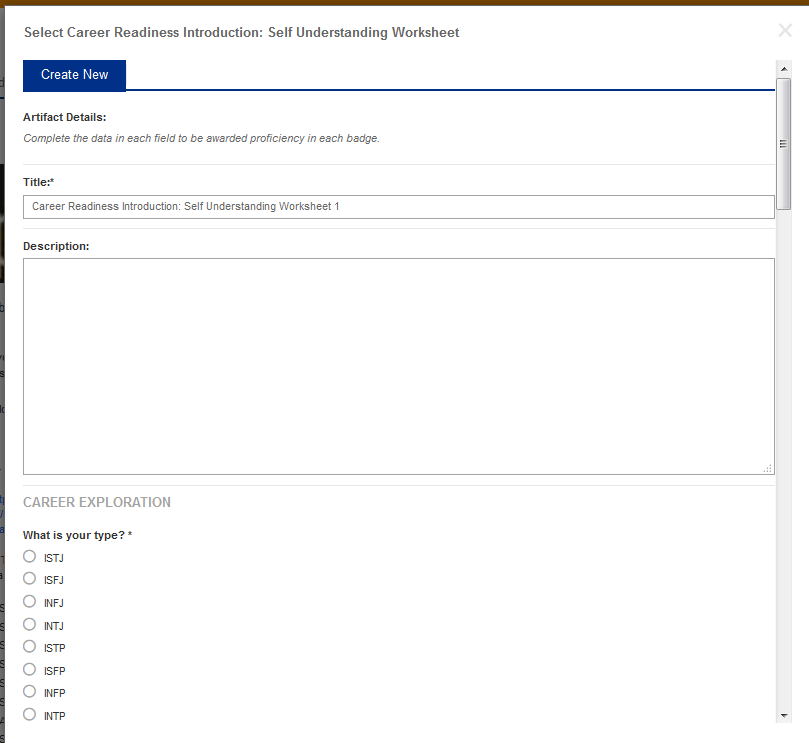
1. Click on the **Self Understanding** tab



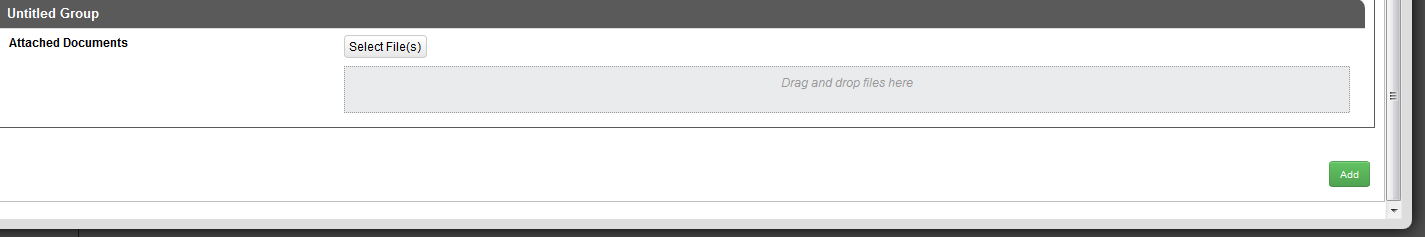
1. Click on the **Select** button to complete the worksheet and this tab in the Badgefolio.

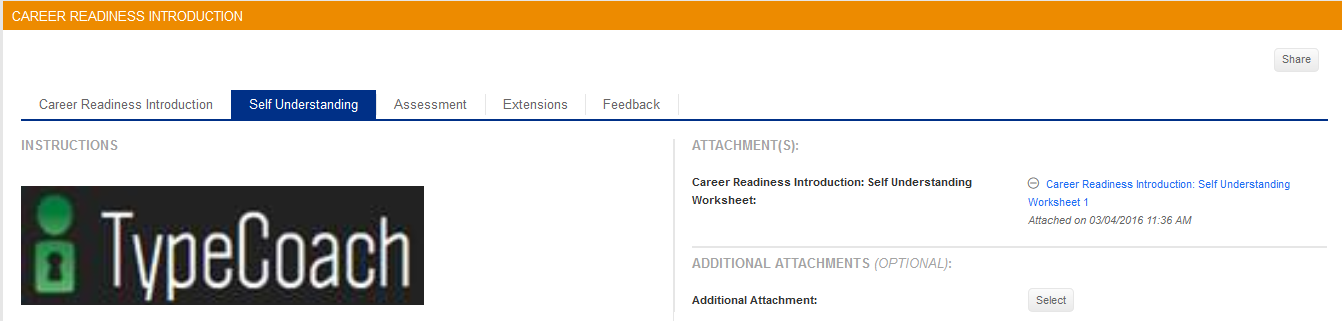


Answer each question in the worksheet pictured below. Leave the Title and Description blank. When you complete the worksheet, **click the green Add button** at the bottom of the page. [COPY OF WORKSHEET]

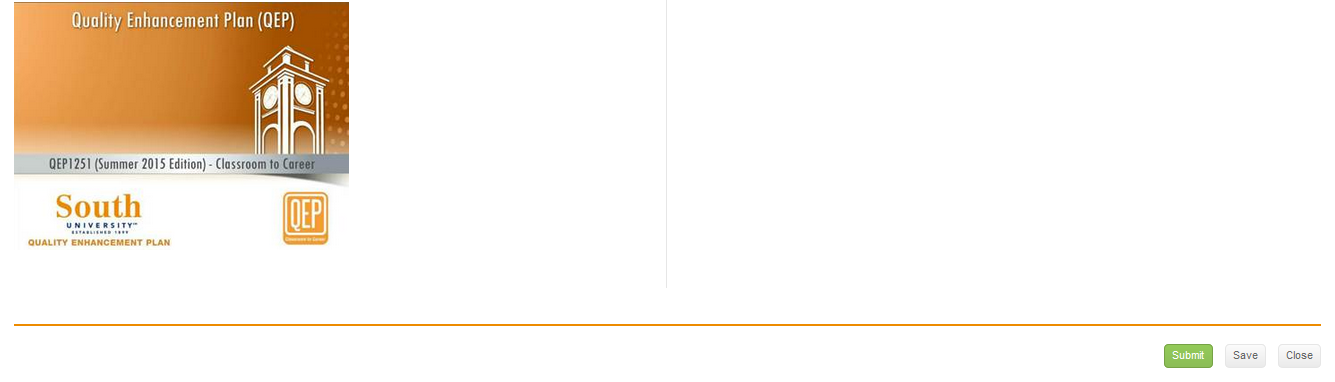


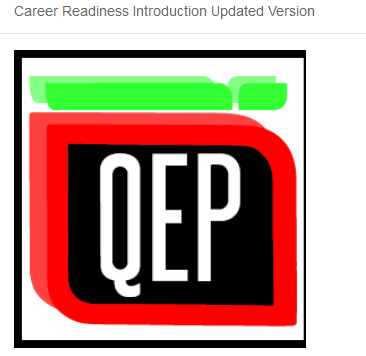
1. When you complete the worksheet, **click the green Add button** at the bottom of the page. After clicking Add, you will be taken back to the screen with the tabs and will see your worksheet is attached.





1. **Then, scroll all the way to the bottom of the page and CLICK THE GREEN SUBMIT BUTTON.**



Congratulations you are finished with Badge 1!!! 

Turn in any materials that your instructor needs for the QEP assignment in your class.

Visit your **Academic Success Center** in order to request to have the Career Reflection Badge launched in order to receive additional credit for your QEP classroom assignments.

For help contact your ASCC from the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Academic Success Center Contacts | | | |
| **Campus Code** | **Campus** | **Name** | **Email** **Phone** |
| **SUAUS** | SU Austin | Angela Niedermyer | [aniedermyer@southuniversity.edu](mailto:aniedermyer@southuniversity.edu) 512-516-8726 |
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