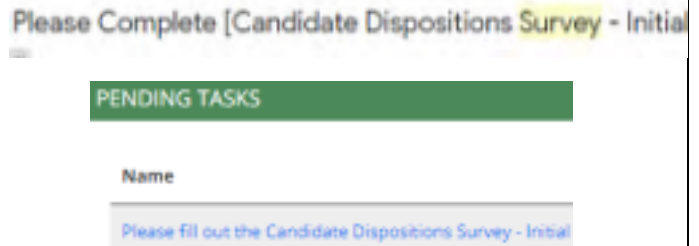


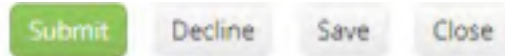


## How to Complete a Survey on Tk20

1. To access a survey, you can do so through your email or your Tk20 account. In Tk20, you can access the survey under your **Pending Tasks**.

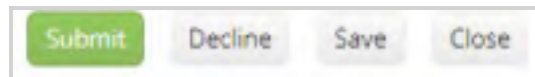


2. When completing the survey, you will have the option to decline from answering questions. If you choose to decline, please state a reason why you are declining to answer the prompt.



3. When you're finished with the survey, or wish to come back later, you can select:

- **Submit**
- **Decline**
- **Save**
- **Close**



For further assistance, please email [tk20@oswego.edu](mailto:tk20@oswego.edu) .