Using your Taskstream Key Code

Follow the directions below to create/renew your account on Taskstream.

IMPORTANT! IF YOU ALREADY HAVE A TASKSTREAM ACCOUNT CREATED FROM A COURSE OR PREVIOUS APPLICATION, PLEASE PROCEED TO THE SELF-ENROLLMENT INSTRUCTIONS ON PAGE 2. DO NOT CREATE A NEW TASKSTREAM ACCOUNT!

1. Go to www.taskstream.com

2. On the Taskstream home page click the Create or Renew Account link located at the top of the screen.

You should now see the Purchase or Activate Subscription page.

3. Select whether or not you are creating a new account (First Time Subscriber), renewing an account, or converting a guest account. Then enter the key code specified below in the appropriate fields and click the Continue button.

   Key Code: Y7X5Y3-FYJEL4

4. Complete Steps 2 and 3. During step 3, make sure to note the username and password that you have chosen.

   Username: _______________
   Password: _______________

   This will be the username and password you will use to access TaskStream.

5. Confirm your registration information in Step 4. If you need to edit any of the information you have entered click the Edit button. Otherwise click Continue to complete your registration.

6. The next page will display a link to take you to the home page where you can enter your username and password to login and begin using your TaskStream account.

Self-Enrollment Instructions

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Open a web browser (Internet Explorer, Mozilla Firefox, Safari, etc.)

1. In the Address field or Location bar - type in the following URL:
   http://www.taskstream.com

2. Log in to your Taskstream account.

3. Find the Self-Enrollment Area. Click the Enter Code button.

4. Enter Your Code
   Enter the program code specified below in the appropriate field, and then click the Search button.

   Your Program Code is __________APPLICATION_____________________

You will be able to review the program information that corresponds to the code that you entered. To be enrolled in the program, click the Enroll button. If you do not wish to be enrolled in the program at this time, click the Cancel - Do Not Enroll button.

If this is the correct program, click the 'Enroll' button to complete the enrollment process.

Program: Core Requirements
DRF used in program: 2012 School of Education Template
Program Status: Active
Program Description: This program will hold all your core work.
Note: If you enroll yourself into an inactive program, the program will not show up on your home page until the Program Manager activates the program.