DIRECTIONS FOR INITIAL TASKSTREAM SIGN-UP

To get started, you need to
1st Step – get a TaskStream© account, then
2nd Step – enroll in a TaskStream© program
These are directions for STEP 1

STEP 1  Getting a TaskStream© account

Go to TaskStream© Site below
http://www.taskstream.com/pub/

First Screen – Find the link titled SUBSCRIBE/RENEW near the
left top of the screen. Click on this.

Second Screen – Near the middle of the screen you will see three
choices . . . select the Create a new TaskStream subscription Option.
On this same screen, if you are going to pay by credit card
select  Option 1: Credit card purchase (I do not have a key code)
BUT
On this same screen, if purchased an account through the
bookstore select  Option 2: I have a TaskStream key code And type
in the code
Now click on the yellow CONTINUE button under the option you
chose . . . this will take you to the next screen

Third Screen – select I am participating in a COLLEGE/UNIVERSITY
program that requires TaskStream (student, faculty, etc.) and click on the
yellow CONTINUE button.
Fourth Screen – You will select your state, institution type, and YSU. Your complete selections should look as follows:

In which state or province is your college/university or institution?
Ohio

What type of institution are you attending?
College/University

What college/university or institution are you affiliated with?
Youngstown State University

When finished, once again press the yellow CONTINUE button.

Fifth Screen – This is a long screen.
1. Organization Information: Choose your group . . . you choose “Students”
2. Subscription Information: Choose your subscription rate . . . consider the factors we discussed in class
3. General Information: Type in the information requested about your address, phone, etc.
4. Select Tool Packs:
   Select Yes, add the Teaching Productivity Tool Pack
5. Other Information: Check all that apply . . . accept the end user agreement

Now, click once again on the yellow CONTINUE button and finish.

OKAY . . . now that you have a TaskStream© account you are ready to move to Step 2 . . . you are ready to enroll in a TaskStream© program.

See the link titled “Enrolling in the TaskStream© program.”