

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?

What type of institution are you attending?

What college/university or institution are you affiliated with?

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.”