Faculty: Using your TaskStream Key Code

You have been selected to receive a TaskStream account. The key code that has been issued to you is intended for your use only. Follow the directions below to create/renew your account on TaskStream ‘Tools of Engagement’.

1. Go to www.taskstream.com

2. On the TaskStream home page click the Subscribe/Renew Today link located on the purple area on the top left side 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: Enter Your Code Here

4. Complete Steps 2 and 3. During step 3, and password that you have chosen.

   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.

7. Please make sure to indicate that you are in the **CFD Department** within the **College of Education** from the drop-down menu.