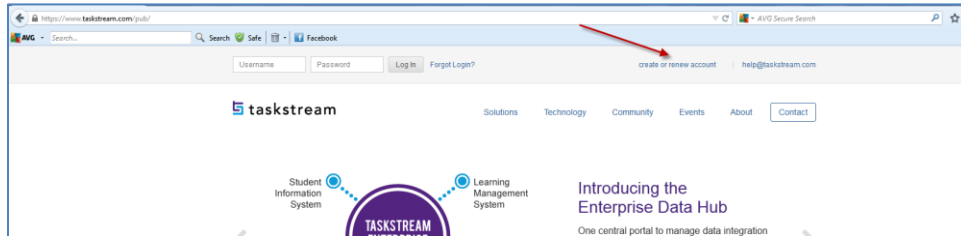


HOW TO CREATE A TASKSTREAM ACCOUNT AND ENROLL IN A PORTFOLIO

Part A – Create your Taskstream account. In order to create your account, you will need to get a key code from your instructor.

1. Log on to www.taskstream.com. Click on **create or renew account**.



2. Click on **Create a new Taskstream subscription**. Under Option 2, enter the key code in the space provided.

Step 1 - Activate Subscription

First select the type of subscription

Create a new Taskstream subscription

Renew my Taskstream subscription

Convert my guest account to paid subscription

Then select a subscription option

OR

Option 1: Credit card purchase (I do not have a key code)

You will need a credit card to purchase/renew a subscription.

Continue

Option 2: I have a Taskstream key code

Enter your Taskstream key code

XXXXXXXX - XXXXXX

Continue

A key code activates an account that is associated with a unique organization, program, or textbook.

Note: You will need to obtain a Taskstream keycode from your organization

- From the Categories menu, select **Teacher Ed/Other Professional Educator**. From the Program menu, select **Teacher Education/Other Professional Educator**. From the Group menu, select **Student**. From the College menu, select the appropriate college for your degree. From the Degree menu, select **Undergraduate/MAT**. Click on **Continue**.

Step 2 of 4 -

Please read information below and click 'Continue'.

The key code you are using is valid for students at East Carolina University.

Subscription start date: 8/7/2013

Subscription end date: 8/15/2014

Organization: East Carolina University

Please make a selection from pull-down(s):

Categories: Teacher Ed/Other Professional Educator

Program: Teacher Education/Other Professional Educator

Group: Student

College: College of Human Ecology (CHE)

Degree: Undergraduate/MAT

Cancel Continue

- Complete the General Information section. Be sure to use your ECU email address. You will select your own username and password which are NOT related to your ECU email. Be sure to record your choices and keep them somewhere that you can access them when needed.

General Information (required by Taskstream)

First name: Wendy

Last name: Darling

Banner ID: B00019999

am not a student

Email: darlingw13@students.ecu.edu

Confirm Email: darlingw13@students.ecu.edu

Home/Cell Phone: 555-555-1212

Alternate Phone: (optional)

Username: darlingw14 (minimum 6 characters)

Password: (6 characters, must contain at least 1 number) (Please note: passwords are case sensitive)

Confirm Password:

Password hint: (minimum 1 character) (Password hint cannot contain the password)

Use your ECU email address.

5. Complete the Other Information section. Once you have completed the Other Information section, click on the box to accept the end-user agreement. Click on **Continue**.

Other Information (required by your organization)

Degree sought(Undergraduate Programs):

<input type="radio"/> 1. Bachelor of Science	<input type="radio"/> 4. Bachelor of Fine Arts
<input type="radio"/> 2. Licensure Only	<input type="radio"/> 5. Bachelor of Music
<input type="radio"/> 3. MAT	

County of Residence (permanent address) (Teacher Education Program):

<input type="radio"/> 001. Alamance County	<input type="radio"/> 052. Jones County
<input type="radio"/> 002. Alexander County	<input type="radio"/> 053. Lee County
<input type="radio"/> 003. Alleghany County	<input type="radio"/> 054. Lenoir County
<input type="radio"/> 004. Anson County	<input type="radio"/> 055. Lincoln County
<input type="radio"/> 005. Ashe County	<input type="radio"/> 056. McDowell County
<input type="radio"/> 006. Avery County	<input type="radio"/> 057. Macon County
<input type="radio"/> 007. Beaufort County	<input type="radio"/> 058. Madison County
<input type="radio"/> 008. Bertie County	<input type="radio"/> 059. Martin County
<input type="radio"/> 009. Bladen County	<input type="radio"/> 060. Mecklenburg County
<input type="radio"/> 010. Brunswick County	<input type="radio"/> 061. Mitchell County
<input type="radio"/> 011. Buncombe County	<input type="radio"/> 062. Montgomery County
<input type="radio"/> 012. Burke County	<input type="radio"/> 063. Moore County
<input type="radio"/> 013. Cabarrus County	<input type="radio"/> 064. Nash County
<input type="radio"/> 014. ... County	<input type="radio"/> 065. New Hanover County

2015
2016
2017

2021
2022

Anticipated Degree Completion Semester:

Fall
 Spring
 Summer

End-user Agreement:

1. The Service

1.1 Prior to registering for the services (the "Service") offered on this Website ("the Website"), the End-User ("you") must agree to the following terms and conditions between you and TaskStream, LLC ("TaskStream"). The

I accept the end-user agreement

Cancel **Continue**

If you require further assistance or have questions, contact Taskstream:
Phone: 1-800-311-5656
Email: LearnMore@taskstream.com

6. Review your registration information. Click on Edit if you need to change anything. If the information is correct, click on **Continue**.

Step 4 of 4 - Confirm Registration Information

You must confirm all information before your account can be created.
Click the "Continue" button to activate your account.

Name: Vireddy Derrig
Banner ID: 00010999
Email: vderig@1@students.ecu.edu
Home phone: 335-955-1212
Username: vderig@14
Password: *****
Affiliation: East Carolina University
Program: Teacher Education/Other Professional Educator
Group: Student
College: College of Human Ecology (CHE)
Degree: Undergraduate/MAT

Anticipated Degree Completion Semester: Spring
Anticipated Degree Completion Year: 2016

Are you a distance education student?: 2. No
Are you a liberal arts teacher?: 2. No
Are you a member of a WPC subunit?: 2. No
Are you adding an licensure/Undergraduate?: 1. No

Concentration area(s) if applicable: 17. None of the above

County of Residence (permanent address) (Teacher Education Program): 021. Chowan County
Degree sought(Undergraduate Program): 3. MAT

Do you receive financial aid?: 1. No

Enrollment Status(Teacher Education Program): 1. I am a full-time student.

Gender(Teacher Education): Female

Program Area (Undergraduate): 03. Elementary Education
Race/Ethnicity(Teacher Education): 6. Hispanic

Send all that apply (Undergraduate Program): 5. None of the above

Send any military connections that apply: 1. I am not connected to the military.

Subscription start date: Today
Subscription end date: 6/15/2014

Edit **Continue**

7. Click on **Go to home page and log in now**.

Registration Complete

Thank you for registering with Taskstream 'Advancing Educational Excellence'!

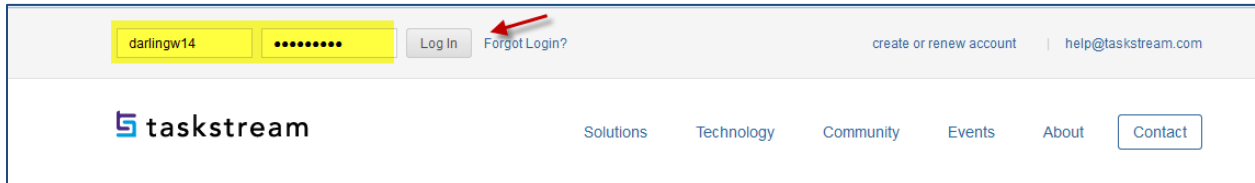
We hope that you enjoy using the site.

Go to home page to log in now!

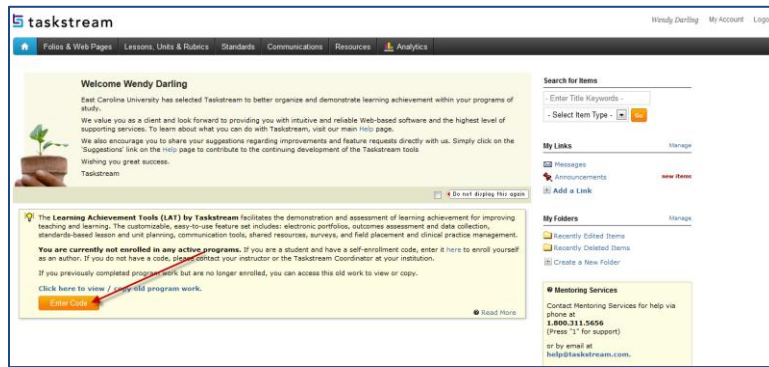
If you require further assistance or have questions, contact Taskstream:
Phone: 1-800-311-5656
Email: help@taskstream.com

Part B – Enrolling in a portfolio. You will need to know your enrollment code in order to enroll into a portfolio. Enrollment codes are located at www.coe.edu/taskstream.

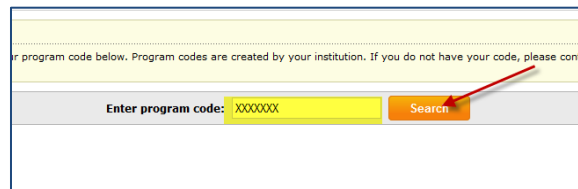
1. Enter your username and password. Click on **Log In**.



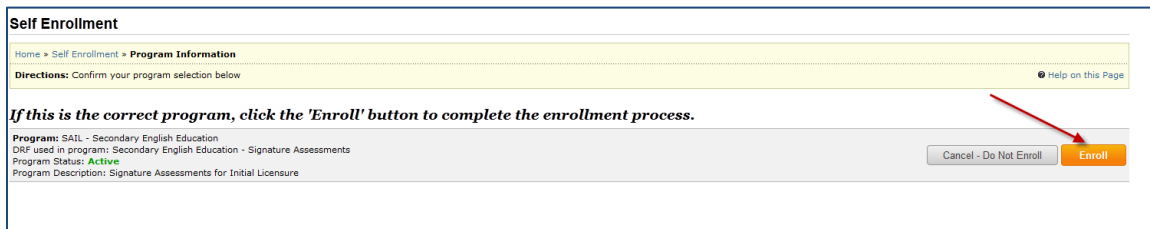
2. Click on **Enter Code**.



3. Enter the enrollment code for your program area. Click on **Search**.



4. The name of your program should be listed. If so, click on **Enroll**.



Now you are ready to work on your portfolio.