



## **Activating Your Subscription and Establishing PPB Folio**

# Welcome to TaskStream!

To begin activating your subscription, point your web browser to the following URL:

<http://www.taskstream.com>

You should now see TaskStream's Home Page. Below the login area, click the **Subscribe/Renew Today** link.

**TaskStream**  
Advancing Educational Excellence

US: 1.800.311.5656 | UK: +44(0) 113 815 2480 | [learnmore@taskstream.com](mailto:learnmore@taskstream.com)

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**AMS ACCOUNTABILITY MANAGEMENT SYSTEM**  
by TaskStream

AMS by TaskStream is employed at the institution (macro) level to provide an efficient and effective way for academic and non-academic divisions, departments, and programs to document, analyze, manage and archive outcomes assessment and accountability initiatives.

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**LAT LEARNING ACHIEVEMENT TOOLS**  
by TaskStream

LAT by TaskStream is employed at the course, program, or training (micro) level to facilitate the creation, collection and assessment of learner artifacts supporting individual and programmatic achievement of articulated standards, skills or competencies.

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We provide the highest quality Web-based software and supporting services to efficiently plan and manage the **assessment** process, facilitate the demonstration of **learning achievement** and foster **continuous improvement** throughout the education network.

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Choose the option that applies to you. First time subscribers should choose the “**Create a new TaskStream subscription**” option.

### 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

If you are purchasing by credit card, use Option 1.

### 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.

**Option 2:** I have a TaskStream key code

**Enter your TaskStream key code**

-

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

You will NOT have a key code, so you will need to use Option 1.

Follow the directions for submitting personal information on the next pages to finish your account activation..

Please ensure that a valid email address has been entered so that TaskStream can send your TaskStream username and password to you. All email addresses are confidential and will not be made available to third parties.

Please note: We suggest that you add the [taskstream-subscriptions@taskstream.com](mailto:taskstream-subscriptions@taskstream.com), [help@taskstream.com](mailto:help@taskstream.com), and [notification@taskstream.com](mailto:notification@taskstream.com) email addresses to your email application’s address book to help ensure that emails from TaskStream will be delivered and will not be blocked by any spam software/settings that you may have enabled on your computer.

**You’re not finished yet! Go to the next page.**

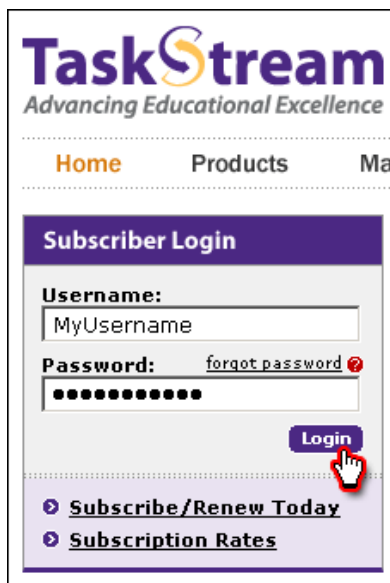
**At the end of the Account Activation Process, you will be directed to click on a link to return to the Home Page and Log In. Do this now.**

## Welcome!

You have been selected to participate in a TaskStream program. The program code that has been issued to you is intended for your use only. Follow the directions below to enroll yourself into a TaskStream program.

### Step 1: Log In

Go to [www.taskstream.com](http://www.taskstream.com) and log into your TaskStream account.





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Home Products Ma

**Subscriber Login**

**Username:**  
MyUsername

**Password:** [forgot password](#)   
●●●●●●●●

**Login** 

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## Step 2: Find the Self-Enrollment Area

From the home page, click the **Enter Code** button.

The screenshot shows the TaskStream home page. At the top, there is a navigation bar with links for 'Sample Student', 'Go to AMS', 'My Account', 'Logout', and 'Help'. Below this is a main navigation bar with tabs for 'Home', 'Folios & Web Pages', 'Lessons, Units & Rubrics', 'Standards', 'Communications', 'Resources', and 'Instant Messenger'. The main content area features a central message box with a lightbulb icon stating: 'The Learning Achievement Tools (LAT) by TaskStream facilitates the demonstration and assessment of learning achievement for improving teaching and learning. The customizable, easy-to-use feature set includes: electronic portfolios, outcomes assessment and data collection, standards-based lesson and unit planning, communication tools, shared resources, surveys, and field placement and clinical practice management. You are currently not enrolled in any active programs. If you are a student or author and have a self-enrollment code, enter it using the 'Enter Code' button to the left. If you do not have a code and you believe you should be enrolled in a program, contact your instructor or call Mentoring Services at 1.800.311.5656.' To the left of this message is a yellow box titled 'This will be your programs area' with an 'Enter Code' button and a 'Read More' link. To the right are sections for 'My Links' (Messages, Announcements, Add a Link) and 'My Folders' (Recently Edited Items, Recently Deleted Items, My Folder, New Folder, Create a New Folder). A red hand cursor points to the 'Enter Code' button.

## Step 3: Enter Your Code

Enter the program code specified below (PPBFall2009) in the appropriate field, and then click the **Search** button.

The screenshot shows the 'Self Enrollment' page. At the top, there is a breadcrumb trail: 'Home » Self Enrollment'. Below this is a yellow box with 'Directions: To self-enroll into a program, enter a program code below. Program codes are created and distributed by the program manager.' Below the directions is a search form with the label 'Enter program code:' and a text input field containing 'PPBFall2009'. To the right of the input field is a 'Search' button. A red hand cursor points to the 'Search' button. To the right of the search form is a yellow box titled 'Help with Self Enrollment' containing two links: 'About self-enrolling into programs' and 'Help with Self Enrollment'.

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.

The screenshot shows a Windows Internet Explorer browser window displaying the TaskStream website. The address bar shows the URL [http://www.taskstream.com/Main/main\\_frame.asp](http://www.taskstream.com/Main/main_frame.asp). The page header includes the TaskStream logo with the tagline "Advancing Educational Excellence" and the Georgia Southern University logo. A navigation menu contains links for Home, Folios & Web Pages, Lessons, Units & Rubrics, Standards, Communications, and Resources. The main content area is titled "Self Enrollment" and contains a breadcrumb trail: Home > Self Enrollment > Program Information. A yellow box with directions states: "Directions: Confirm your program selection below" with a "Help on this Page" link. Below this, a message reads: "If this is the correct program, click the 'Enroll' button to complete the enrollment process." The program details are listed as follows:
 

- Program: PPB Journal Fall 2009
- DRF used in program: PPB Folio Fall 2009
- Program Status: **Active**
- Program Description: Pre Professional Block 2009

 At the bottom of the program details, there are two buttons: "Cancel - Do Not Enroll" and "Enroll". The browser's taskbar at the bottom shows several open applications including Firefox, Eudora, and Microsoft Office, along with the system clock showing 2:31 PM.

*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.

## Step 4: Confirming Enrollment

You should see a screen that looks like the one below. Select “Return to the home page” and log out of Taskstream. You will log in again when it’s time to submit your journal entries.

