TaskStream Account Set Up for Instructor/Evaluators (FACULTY)
***THESE INSTRUCTIONS ARE NOT FOR STUDENT USE!***

Student accounts are created for them upon enrollment into their first course that has a TaskStream submission requirement. They are then notified via an email message sent directly to their Mason email account that contains their username/password information. Students in need of their username/password information must call the TaskStream help desk directly at 1-800-311-5656 and ask that they are re-sent to them. Students will need to provide their Mason email address and G number for verification.

Follow the directions below to create your account on TaskStream.

1. Go to www.taskstream.com

2. On the TaskStream home page click the Create or Renew Account link located at the top of the page.

   You should now see Activate Subscription page.

3. You are creating a new TaskStream subscription.

4. Select subscription Option 2: I have a TaskStream key code. Enter the key code specified below in the appropriate fields (first half of code in the box on the left, last half of code in the box on the right) and click the Continue button.

   Key Code: B55HBB-HVC3X4

5. Complete the registration process as you are prompted to do and click the Continue button at the bottom of each screen. Be sure to note the username and password that you have chosen. This will be the username and password you will use to access TaskStream.

6. Confirm your registration information. If you need to edit any of the information you have entered click the Edit button. Otherwise click Continue to complete your registration.

7. Click on “Go to home page to log in now”. Enter your username and password and click the Login button.

8. Once you have logged in successfully, PLEASE LET EMILY GIBSON KNOW AT tshelp@gmu.edu SO THAT SHE CAN ADD YOU AS AN EVALUATOR TO THE SYSTEM – BE SURE TO TELL HER WHICH COURSE(S) YOU ARE TEACHING.