

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.

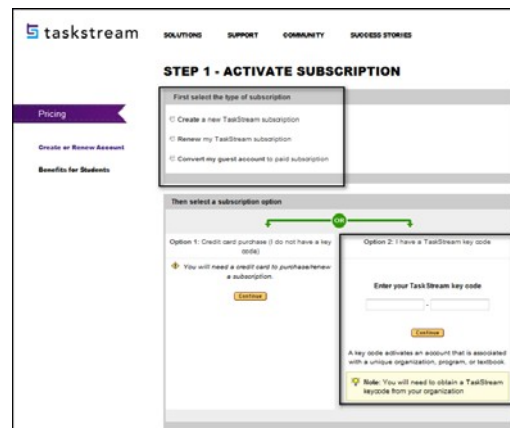
Follow the directions below to create your account on TaskStream.

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.**

| | |
|---------------------------------|--|
| Name: | Dr. Professor |
| Email: | dprof@gmu.edu |
| Home phone: | 888-212-8888 |
| Username: | dprof2013 |
| Password: | ***** |
| Affiliation: | George Mason University |
| College: | College of Education and Human Development |
| Group: | Faculty |
| Subscription start date: | Today |
| Subscription end date: | 2/15/2014 |
| Subscription cost: | \$42 |

[Edit](#) [Continue](#)

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