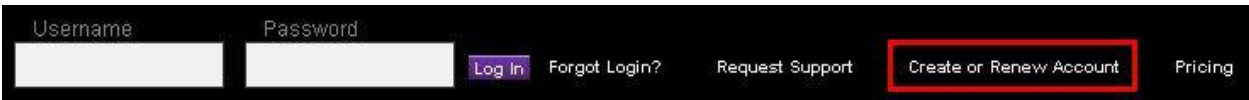


Using your Taskstream Key Code For Field Educators

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.

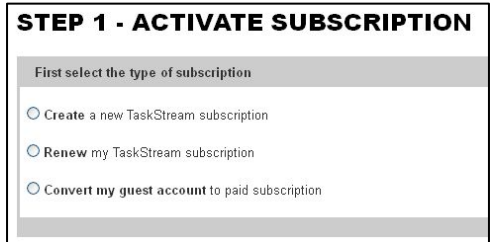
1. Go to www.taskstream.com
2. On the Taskstream home page click the **Create** or **Renew Account** link located in the navigation bar at the very top of the page.



Username Password Log In Forgot Login? Request Support **Create or Renew Account** Pricing

You should now see the *Activate Subscription* page.

3. Select the appropriate subscription option:
 - **Create a new Taskstream subscription** should be selected if you are creating a new account.
 - **Renew** my Taskstream subscription if you would like to extend a previously created Taskstream account.



STEP 1 - ACTIVATE SUBSCRIPTION

First select the type of subscription

Create a new TaskStream subscription

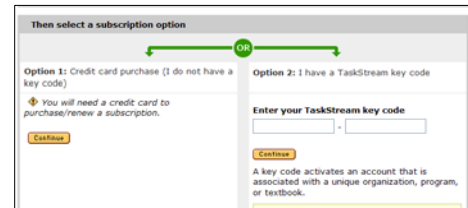
Renew my TaskStream subscription

Convert my guest account to paid subscription

*Note: **Convert** my guest account to paid subscription option is usually reserved for organization leads if you would like to convert your previously existing guest account.*

4. Enter the key code specified below in the appropriate fields under Option 2 and then click **Continue** to proceed.

Key Code: **23X6UC-36P32V**



Then select a subscription option

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

Option 2: I have a TaskStream key code

Enter your TaskStream key code

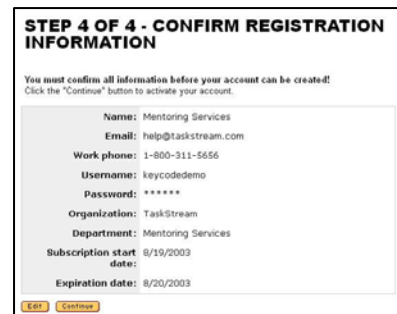
5. Complete Steps 2 and 3.

During step 2, choose

School: **Graduate School of Social Work**

Role: **Field Educators**

During step 3, make sure to note the username and password that you have chosen. *This will be the username and password you will use to access Taskstream.*



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: Mentoring Services
Email: help@taskstream.com
Work phone: 1-800-311-5656
Username: keycodedemo
Password: *****
Organization: TaskStream
Department: Mentoring Services
Subscription start date: 8/19/2003
Expiration date: 8/20/2003

6. 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.

7. 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.