

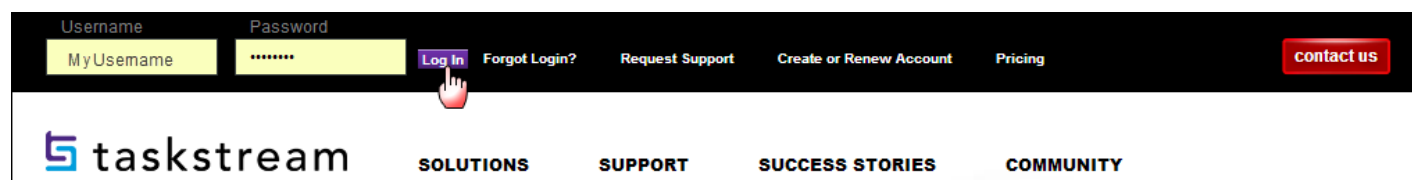
# Quick-Start Guide

## Self-Enrollment



## Step 1: Log In

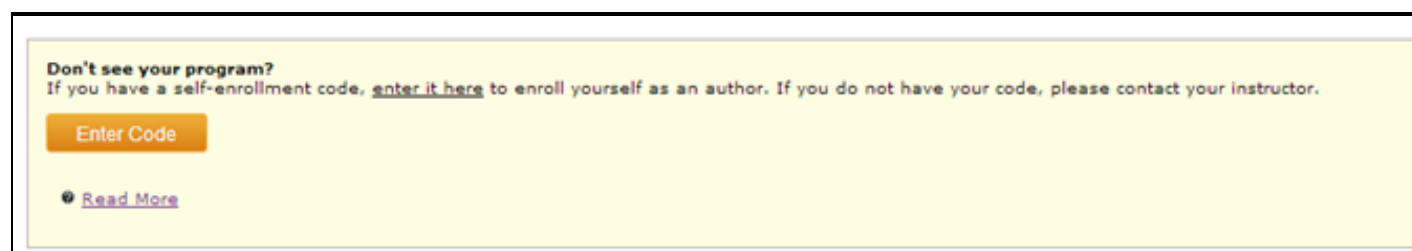
Go to [www.taskstream.com](http://www.taskstream.com) and log into your Taskstream account.



The image shows the Taskstream login page. At the top, there is a black navigation bar with links: 'Log In', 'Forgot Login?', 'Request Support', 'Create or Renew Account', 'Pricing', and a red 'contact us' button. Below this is a white header with the Taskstream logo and navigation links: 'SOLUTIONS', 'SUPPORT', 'SUCCESS STORIES', and 'COMMUNITY'. The main content area has a login form with fields for 'Username' (containing 'MyUsername') and 'Password' (containing '\*\*\*\*\*'). A red hand cursor is pointing at the 'Log In' button.

## Step 2: Find the Self-Enrollment Area

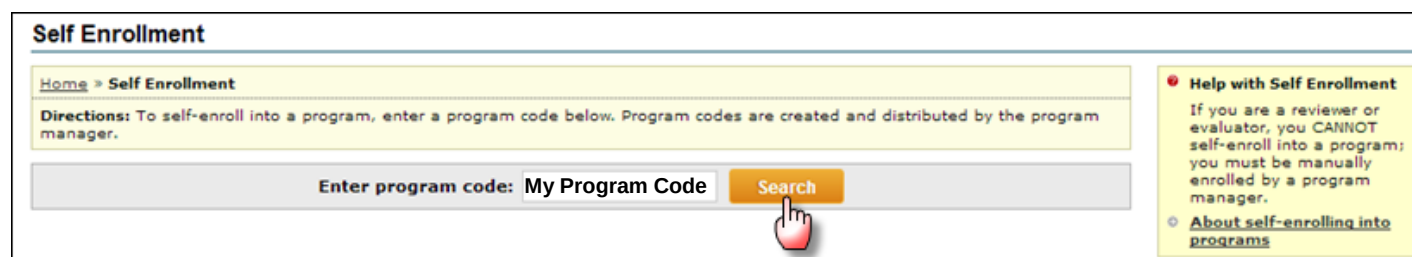
From the home page, click **Enter Code**.



The image shows a yellow box with the text: 'Don't see your program? If you have a self-enrollment code, [enter it here](#) to enroll yourself as an author. If you do not have your code, please contact your instructor.' Below this text is an orange 'Enter Code' button and a link 'Read More'.

## Step 3: Enter Your Code

Enter your program code in the appropriate field, and then click the **Search** button.



The image shows the 'Self Enrollment' page. It has 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.' The main form has a label 'Enter program code:' followed by a text input field containing 'My Program Code' and an orange 'Search' button. A red hand cursor is pointing at the 'Search' button. On the right side, there is a 'Help with Self Enrollment' section with text: 'If you are a reviewer or evaluator, you CANNOT self-enroll into a program; you must be manually enrolled by a program manager.' and a link 'About self-enrolling into programs'.

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. If you do not wish to be enrolled in the program at this time, click the **Cancel - Do Not Enroll** button.

**If this is the correct program, click the 'Enroll' button to complete the enrollment process.**

**Program:** Core Requirements  
 DRF used in program 2012 School of Education Template  
 Program Status: **Active**  
 Program Description: This program will hold all your core work.

Cancel - Do Not Enroll

Enroll

*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.

*If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at [help@taskstream.com](mailto:help@taskstream.com) or at 800-311-5656, press 1 for support.*