HOW TO CREATE A TASKSTREAM ACCOUNT AND ENROLL IN A PORTFOLIO

Part A – Create your Taskstream account. In order to create your account, you will need to get a key code from your instructor.

1. Log on to www.taskstream.com. Click on create or renew account.

2. Click on Create a new Taskstream subscription. Under Option 2, enter the key code in the space provided.
3. From the Categories menu, select **Teacher Ed/Other Professional Educator**. From the Program menu, select **Teacher Education/Other Professional Educator**. From the Group menu, select **Student**. From the College menu, select the appropriate college for your degree. From the Degree menu, select **Undergraduate/MAT**. Click on **Continue**.

4. Complete the General Information section. Be sure to use your ECU email address. You will select your own username and password which are NOT related to your ECU email. Be sure to record your choices and keep them somewhere that you can access them when needed.
5. Complete the Other Information section. Once you have completed the Other Information section, click on the box to accept the end-user agreement. Click on **Continue**.

6. Review your registration information. Click on **Edit** if you need to change anything. If the information is correct, click on **Continue**.

7. Click on **Go to home page and log in now**.
Part B – Enrolling in a portfolio. You will need to know your enrollment code in order to enroll into a portfolio. Enrollment codes are located at www.coe.ecu.edu/taskstream.

1. Enter your username and password. Click on Log In.

2. Click on Enter Code.

3. Enter the enrollment code for your program area. Click on Search.

4. The name of your program should be listed. If so, click on Enroll.

Now you are ready to work on your portfolio.