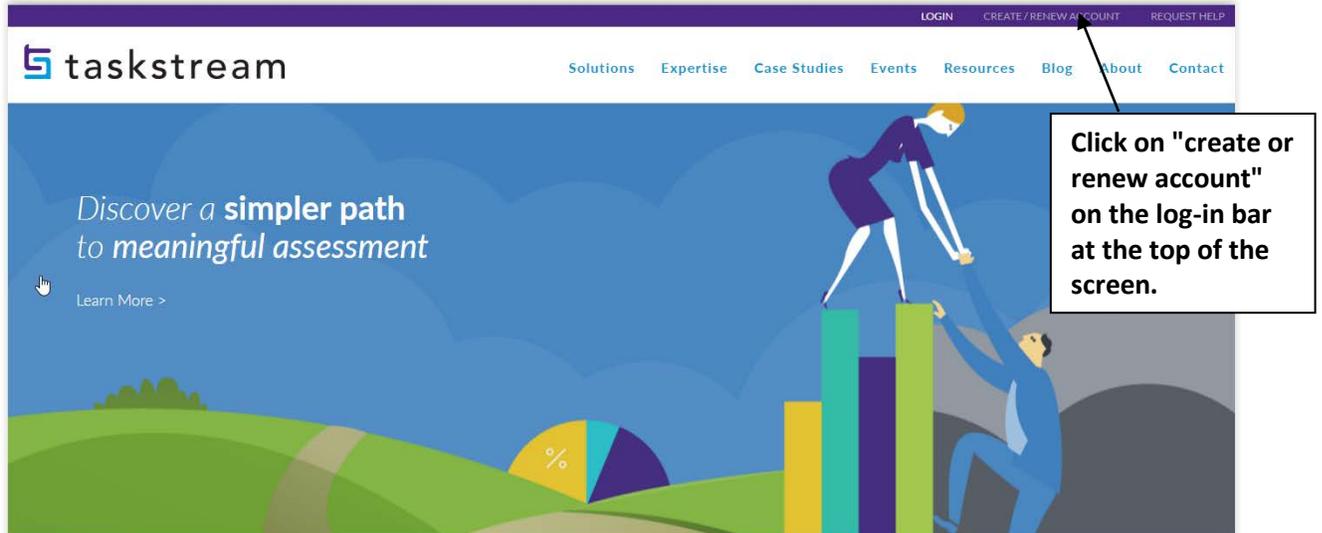


## Instructions for Enrolling in TaskStream

Begin at: <https://www.taskstream.com...>



## Step 2 of 7 - General Information

You have successfully started the registration process. Please read information below and click 'Continue'.

Please select the category that best describes you.

Category that best describes you:

- I am participating in a COLLEGE/UNIVERSITY program that requires Taskstream (student, faculty, etc.)
- I am a K-12 educator who wants to use Taskstream independently (teacher, administrator, etc.)
- Neither of the above categories describes me.

Click on the first button indicating that you are participating in a program that requires TaskStream.

## Step 2 of 7 - College/University Information

In which state or province is your college/university or institution?

California

What type of institution are you attending?

College/University

What college/university or institution are you affiliated with?

California State University System: Northridge

If your college/university or program is not listed above, please contact Mentoring Services at [help@taskstream.com](mailto:help@taskstream.com) or 1-800-311-5656

Cancel Continue

From the pulldown menus, select the appropriate information.

Click on "Continue" to move to the next screen.

## Step 3 of 7 - Personal Information

Select the appropriate responses in the pulldown menus in Step 3.

### Organizational Information

School: College of Education

Department: Elementary Education

Group: Students

### Subscription Information

- Subscription Rate:
- 1 Semester - 5 Months (\$25) -- Today to 6/15/2015
  - 1 yr. account (\$42) -- Today to 1/15/2016
  - 2 yr. account (\$69) -- Today to 1/15/2017
  - 3 yr. account (\$91) -- Today to 1/15/2018
  - 4 yr. account (\$105) -- Today to 1/15/2019
  - 5 yr. account (\$119) -- Today to 1/15/2020
  - 6 yr. account (\$129) -- Today to 1/15/2021

Select "1 yr. account (\$42)" in "subscription information."

### General Information (required by Taskstream)

First name: John

Last name: Smith

CSUN ID: 123456789

I am not a student.

Email: john.smith.111@my.csun.edu

Confirm Email: john.smith.111@my.csun.edu

Primary Phone: 818.677.1234

Enter all information as requested and required by TaskStream. **Make sure that you use your 9-digit CSUN ID as this is how you will be identified when you complete the actual teaching event next semester.** This number IS NOT your CSUN email alias, your SS #, telephone #, etc. Also, be sure to keep a record of your user name and password for when you will need to log in.

### Other Information (required by your organization)

Please  
choose your  
credential  
type.:

- 01. Art
- 02. Business
- 03. English Language Arts
- 04. Health
- 05. History-Social Science
- 06. Home Economics
- 07. Math
- 08. Music
- 09. Physical Education
- 10. Science
- 11. World Language
- 12. I am not seeking a credential.
- 13. Art Preliminary
- 14. Business (Preliminary)
- 15. English Language Arts (Preliminary)
- 16. Health (Preliminary)
- 17. History-Social Science (Preliminary)
- 18. Home Economics (Preliminary)
- 19. Math (Preliminary)
- 20. Music (Preliminary)
- 21. Physical Education (Preliminary)
- 22. Science (Preliminary)
- 23. World Language (Preliminary)

This is a new feature in TS. None of these labels is perfect for Elementary Literacy. Click radial button 15.

## Step 4 of 7 - Confirm Registration Information

You must confirm all information before your account can be created!  
Click the "Continue" button to activate your account.

<b>Name:</b>	John Smith
<b>CSUN ID:</b>	123456789
<b>Email:</b>	john.smith.111@my.csun.edu
<b>Home phone:</b>	818-677-1234
<b>Username:</b>	jsmith111
<b>Password:</b>	*****
<b>Affiliation:</b>	CSU, Northridge
<b>School:</b>	College of Education
<b>Department:</b>	Elementary Education
<b>Group:</b>	Students
<b>Subscription start date:</b>	Today
<b>Subscription end date:</b>	1/15/2016
<b>Subscription cost:</b>	\$42

Confirm that all of your personal information and subscription period information is correct. Keep a record of your user name and password!

### Select Tool Packs (optional)

**Tool Options:** In addition to receiving the Taskstream Tool Pack, you can select from the following additional modules (for no extra cost).

#### Teaching Productivity Tool Pack

Recommended for K-12 teachers, College/University faculty members and students enrolled in Education courses. This tool pack includes:

Lesson Builder (lesson planning tool)

Unit Builder (unit planning tool)

Rubric Wizard

Standards, formats and content related to teaching and education

- Yes, add the Teaching Productivity Tool Pack
- No, do not add the Teaching Productivity Tool Pack

Decide whether or not you want to add the Teaching Productivity Tool Pack to your subscription. Hey, it's free!

## Step 5 of 7 - Confirm Subscription Period

### Subscription Shopping Cart

1 yr. account	Cost	
2000mb File Storage(included)	\$42.00	[change subscription period]
	No Charge	

Subtotal: **\$42.00**

[Proceed to Checkout](#)



## Step 6 of 7 - Billing Information

Credit card transactions happen on a secure server. All fields are required.

**Billing Information**

Name on Card:

Card Number:

   **Cards Accepted:**  
American Express - MasterCard - Visa

Security Code:  (3 or 4 digit number that appears on credit cards)  
[Click for More Info](#)

Expiration Date:

Address Line 1:

Address Line 2:

City:

State/Province:

Zip/Postal Code:

**Pay the Piper...**

### TaskStream Self-Enrollment Instructions

Once you have created a TaskStream account, you will need to enroll in the appropriate Direct Response Folio (DRF) in TaskStream. Please refer to the edTPA coversheet distributed at the edTPA Orientation Session for the program name and code for your DRF. To enroll in the correct DRF:

1. Begin at <https://www.taskstream.com>.
2. Log in to your TaskStream account. You will need your Username and Password.
3. Find the Self-Enrollment area in the bottom left corner of the page. Click the Enter Code button (you are self-enrolling).
4. Look for the program name corresponding to this semester. Enter the enrollment code provide at the edTPA Orientation Session.