

QuickStart Guide: Using Your Key Code - Students

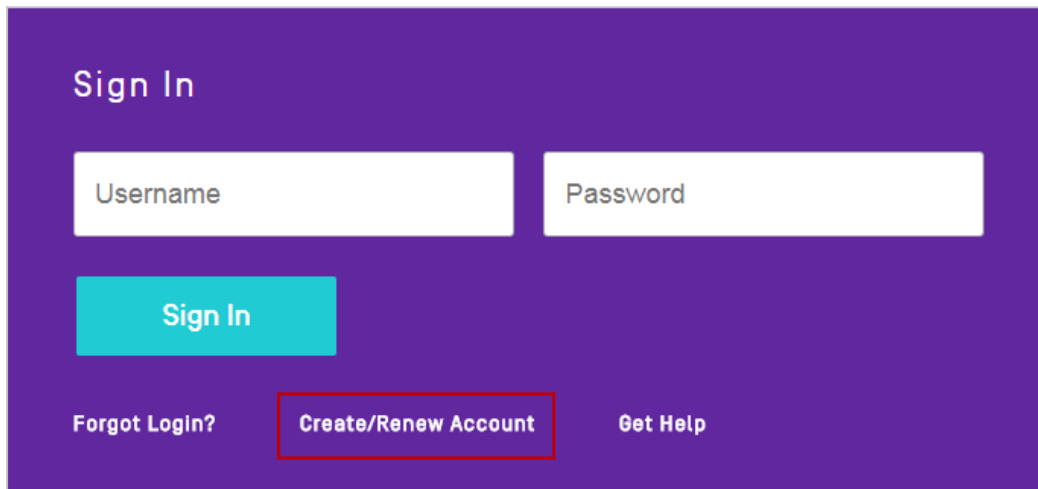


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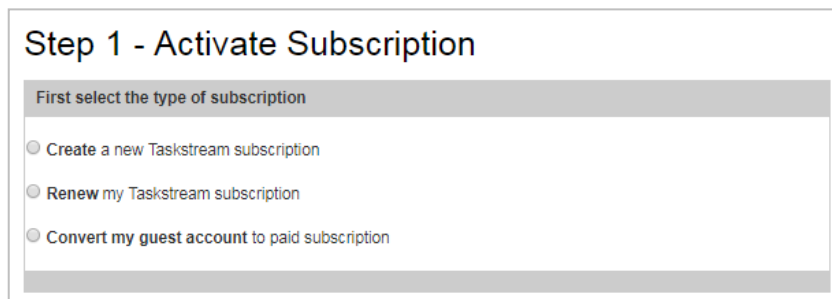
You have been selected to receive a Taskstream account. The key code that has been issued to you is intended for your use only. Follow the directions below to create/renew your account on Taskstream.

1. Go to <https://login.taskstream.com>
2. On the Taskstream home page click the **Create / Renew Account** link located on the left side of the page.



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.



*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:

Then select a subscription option

← **OR** →

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

You will need a credit card to purchase/renew a subscription.

Continue

Option 2: I have a Taskstream key code

Enter your Taskstream key code

 -

Continue

5. Complete Steps 2 and 3. 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.
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.

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: Jackie Harris
Student ID: 123456
Email: jharris@taskstream.com
Home phone: 8003115056
Username: jharris1234
Password: *****
Affiliation: University College (DEMO)
Group: Guests
Are you a foreign national?: 2 No
Are you a transfer student?: No
Entry Status: 02. Sophomore
Gender: Female
Immigration Status: Permanent resident
Race and Ethnicity: Caucasian
Subscription start date: Today
Subscription end date: 6/30/4016

Edit **Continue**

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.