LEHMAN COLLEGE

EDUCATIONAL TECHNOLOGY
SCHOOL OF EDUCATION

Registering for a TaskStream Account

➢ Go to www.taskstream.com > Click Create or Renew Account
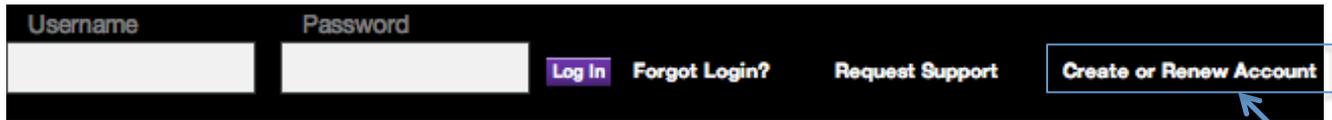
Username	Password				
		Log In	Forgot Login?	Request Support	Create or Renew Account

➢ Check the radio button next to Create a new TaskStream subscription > Under Option 1, click Continue
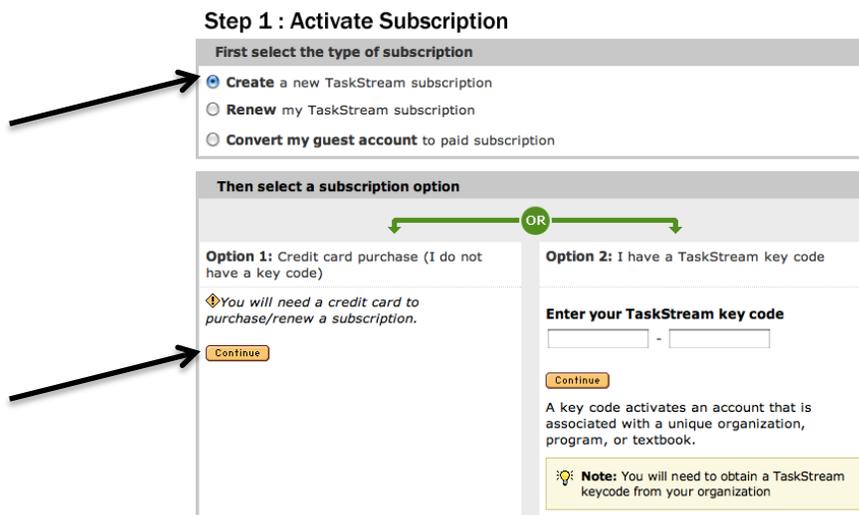
Step 1 : Activate Subscription

First select the type of subscription

- ⦿ **Create** a new TaskStream subscription
- ○ **Renew** my TaskStream subscription
- ○ **Convert my guest account** to paid subscription

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]

A key code activates an account that is associated with a unique organization, program, or textbook.

💡 **Note:** You will need to obtain a TaskStream keycode from your organization

➢ Select the category by checking the first radio button "I am participating in a College/University program requiring TaskStream" > Click Continue

Step 2 of 7: General Information

You have successfully started the registration process. Please read information below and click 'Continue'.
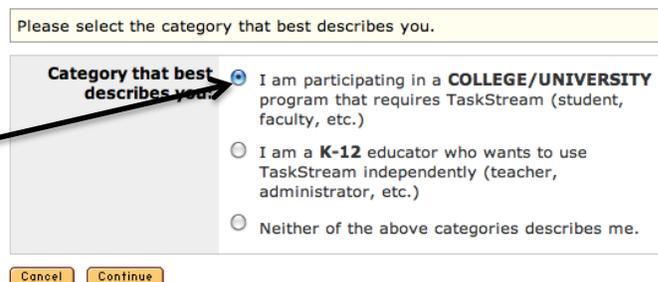
Please select the category that best describes you.

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.

[Cancel] [Continue]

➢ Select State > Select type of institution > Select institution name > Click Continue

Step 2 of 7 (Cont.): College/University Information

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

New York

What type of institution are you attending?

College/University

What college/university or institution are you affiliated with?

City University of New York System: Lehman College

If your college/university or program is not listed above, please contact Mentoring Services at
help@taskstream.com or 1-800-311-5656. Thank you.

Cancel   Continue

➢ Select Group: Student > Select Subscription Rate

Organizational Information

Group:	Students

Subscription Information

Subscription Rate:
- 1 Semester - 5 Months ($25) -- Today to 10/15/2013
- 1 yr. account ($42) -- Today to 5/15/2014
- 2 yr. account ($69) -- Today to 5/15/2015
- 3 yr. account ($91) -- Today to 5/15/2016
- 4 yr. account ($105) -- Today to 5/15/2017
- 5 yr. account ($119) -- Today to 5/15/2018
- 6 yr. account ($129) -- Today to 5/15/2019

> The School of Education recommends purchasing a 2-yr. account. You will be required to maintain an account while you are an active student. If you need an extra semester or you want access to your account after it expires, you can always reactivate your subscription with TaskStream.

➢ Scroll down > Complete the Personal Information section (Role: Student)

General Information (required by TaskStream)

First name:	Jane
Last name:	Doe
Email:	jane.doe@lc.cuny.edu
Confirm Email:	jane.doe@lc.cuny.edu
Primary Phone:	123-456-7890
Alternate Phone: (optional)	
Username: (minimum 6 characters)	janedoe123
Password: (minimum 6 characters)	......
Confirm Password: (minimum 6 characters) (Please note: passwords are case sensitive)	......
Password hint: (minimum 1 character) (Password hint cannot contain the password)	numbers

Role(s):
- ☐ Administrator
- ☐ Cooperating Teacher
- ☐ External User
- ☐ Faculty
- ☐ Other
- ☐ Principal
- ☑ Student

> Under Select Tool Packs, select **Yes**
> Check the box next to "I accept the end-user agreement

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

End-user Agreement:

1. The Service

1.1 Prior to registering for the services (the "Service") offered on this Website ("the Website"), the

☑ I accept the end-user agreement

Cancel   Continue

> Complete the Other Information section > Check the box next to "I accept the end-user agreement >
Click Continue

Other Information (required by your organization)	
Gender (Lehman):	○ 1. Male ○ 2. Female
Race (Lehman): (Check all that apply)	☐ 1. White ☐ 4. Asian or Pacific Islander ☐ 2. Black/African American ☐ 3. American Indian or ☐ 5. Other Alaska Native
Ethnicity (Lehman):	○ 1. Hispanic/Latino ○ 2. Not Hispanic/Latino
Degree Level (Lehman):	○ 1. Graduate ○ 3. Advanced Certificate ○ 2. Undergraduate
Enrollment:	○ 1. Full Time ○ 2. Part Time
Certification:	○ 1. Initial ○ 2. Professional
Do you already hold initial certification?:	○ 1. Yes ○ 2. No
Projected graduation or completion date:	○ 01. January 2009 ○ 10. January 2012 ○ 02. May 2009 ○ 11. May 2012 ○ 03. September 2009 ○ 12. September 2012 ○ 04. January 2010 ○ 13. January 2013 ○ 05. May 2010 ○ 14. May 2013 ○ 06. September 2010 ○ 15. September 2013 ○ 07. January 2011 ○ 16. January 2014 ○ 08. May 2011 ○ 17. May 2014 ○ 09. September 2011 ○ 18. September 2014
Program Area (Lehman):	○ 01. Early Childhood Education ○ 10. Social Studies Education ○ 02. Childhood Education ○ 11. Foreign Language Education ○ 03. Special Education (Early Childhood) ○ 12. TESOL ○ 04. Special Education (Childhood) ○ 13. Educational Leadership ○ 05. Special Education (Adolescent) ○ 14. Music Education ○ 06. English Education ○ 15. Art Education ○ 07. Literacy Studies ○ 16. Counselor Education ○ 08. Math Education ○ 17. Health Education ○ 09. Science Education
Is English your first language? (Lehman):	○ 1. Yes ○ 2. No

End-user Agreement: **1. The Service**

1.1 Prior to registering for the services (the "Service")
offered on this Website ("the Website"), the End-User
("you") must agree to the following terms and conditions

☐ I accept the end-user agreement

[Cancel]   [Continue]

> Confirm information > Click Continue

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

Name:	Jane Doe
Email:	jane.doe@lc.cuny.edu
Home phone:	123-456-7890
Username:	janedoe123
Password:	******
Affiliation:	Lehman College
Group:	Students
Subscription start date:	Today
Subscription end date:	12/15/2013
Subscription cost:	$69

[Edit] [Continue]

> Enter Billing Information > Click Continue

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:	(no space or dashes)
	Cards Accepted: American Express - MasterCard - Visa
Security Code:	(3 or 4 digit number that appears on credit cards) **Click for More Info**
Expiration Date:	01 / 2011
Address Line 1:	
Address Line 2:	
City:	
State/Province:	
Zip/Postal Code:	

[Cancel] [Continue]

> Click Place Order

Step 7 of 7: General Information
Your order is not complete until you press the 'Place Order' button.

[Edit] [Place Order]

Description:

Credit Card

Expiration Date:

Total Amount:

Bill To:

[Edit] [Place Order]

➢ Once the order has been placed TaskStream will send a confirmation email to the email address provided.