

# Phase 1 for Instructor Evaluators TaskStream Account Set Up (This will only need to be done ONCE)

Follow the directions below to create your account on TaskStream.

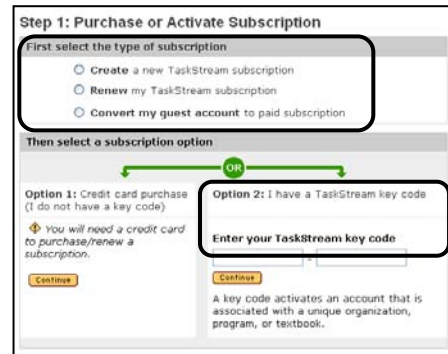


1. Go to [www.taskstream.com](http://www.taskstream.com)
2. On the TaskStream home page click the **Subscribe/Renew Today** link located in the purple area just below the username and password blocks.

*You should now see the Purchase or Activate Subscription page.*

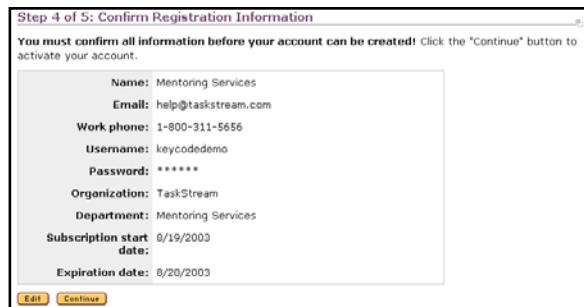
3. You are creating a new TaskStream subscription.
4. Select subscription Option 2: I have a TaskStream key code. Enter the key code specified below in the appropriate fields and click the **Continue** button.

Key Code: **B55HBB-HVC3X4**



5. Complete the registration process as you are prompted to do and click the **Continue** button at the bottom of each screen. Be 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. If you need to edit any of the information you have entered click the **Edit** button. Otherwise click **Continue** to complete your registration.



7. Click on "Go to home page to log in now". Enter your username and password and click the **Login** button.

8. Once you have logged in successfully, **PLEASE LET EMILY GIBSON KNOW AT [egibson5@gmu.edu](mailto:egibson5@gmu.edu) SO THAT SHE CAN ADD YOU AS AN EVALUATOR TO THE SPECIAL EDUCATION PORTFOLIO. STUDENTS WILL NOT BE ABLE TO LOCATE YOU IN THE SYSTEM TO SUBMIT THEIR WORK TO YOU FOR EVALUATION UNTIL THIS HAS BEEN DONE, NOR WILL YOU BE ABLE TO ACCESS THE EVALUATION AREAS.**