

TaskStream Instructions for ALL Students Enrolled in Special Education Coursework at George Mason University

Phase 1 of 3 for Student/Authors – Logging Into TaskStream for the First Time (This phase will only need to be completed ONCE!)

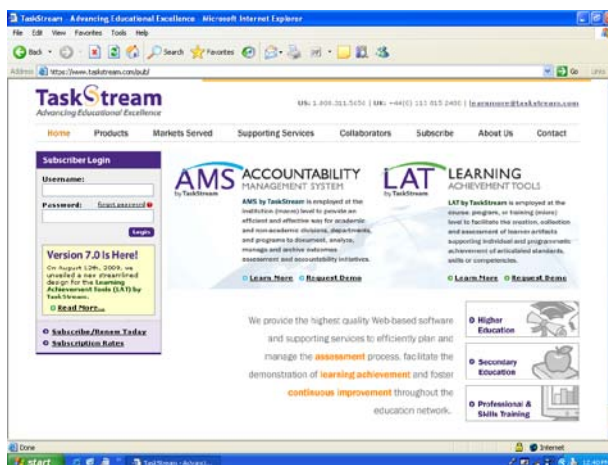
Welcome! A TaskStream account should have been automatically created for you at the beginning of the semester using your assigned Mason e-mail address and an initial password that has been created for you. **YOU WILL NEVER BE EXPECTED TO PAY TO SUBSCRIBE TO THE TASKSTREAM SYSTEM. TO AVOID UNNECESSARY CONFUSION, EXPENSE OR DELAY, IT IS IMPERATIVE THAT YOU FOLLOW ALL THREE PHASES OF THE INTRODUCTORY INSTRUCTIONS IN THEIR ENTIRETY!**

Please note: If you have ever been enrolled in at least one course at Mason, then you DO have a Mason e-mail address! They are automatically generated by the admissions office within 48 hours of admission. If you don't know your Mason e-mail address, follow this link to the ITU Support Center's GMU ID Search Directory: <http://chimera.gmu.edu/gnum/prod/index.cgi>.

On this page you will login using your social security number and 6 digit PIN. Your PIN is initially set at the MMDDYY of your birthday. **If further assistance is needed with finding your Mason e-mail address and/or G Number, contact the ITU Support Center DIRECTLY at 703-993-8870.**

Getting Started:


1. Go to www.taskstream.com

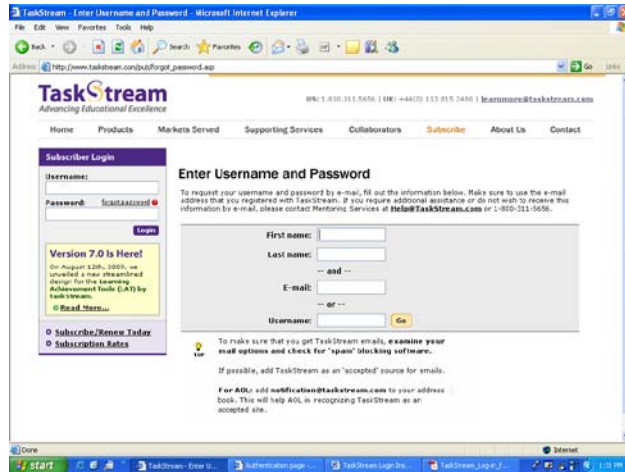


On the TaskStream home page enter your username and password on the top left side of the screen under Subscriber Login and click **Login**. Please do not click on either of the subscriber links below the login fields.

Your username is your entire Mason e-mail address, ex: gmason@gmu.edu .

Your password should be your Mason e-mail address without the "@" and the "." symbols, ex: gmasongmuedu. Try this password format FIRST!

If this does not work, reenter your entire Mason e-mail address then click [forgot password](#) . The following screen will appear:



You will be asked for your first and last names, as well as your Mason e-mail address or your username (which should be your entire Mason e-mail address). Click **Go**. The system will then e-mail your password to the address provided.

****If, after trying both options above, you find that a TaskStream account was not automatically created for you (actually quite common for cohort students who start courses on a different calendar schedule than those attending regular on campus courses), send an e-mail directly to Emily Gibson, TaskStream Administrator for the Special Education Program, at egibson5@gmu.edu and request the alternate set of login instructions for first time users.****

2. You will be asked to accept the TaskStream User Agreement. Please do so.

3. On the Registration page, you will be asked for your e-mail address. Be sure to provide your Mason e-mail address! You will also be asked for your home phone number. You may use any of your personal phone numbers that you wish – this information is only going to be used to respond to any inquiry you might make to the TaskStream Help Desk should they need to call you back. If you need to edit any of the information you have entered, click the **Edit** button. Otherwise, click **Continue**.

4. On this same page, you will be prompted to change your password and to enter a password hint. Be sure to note your username and the new password that you have chosen, as these will be permanent. Should you forget them, you will need to attempt the “forgot password” instructions above or contact the TaskStream Help Desk directly at 1-800-311-5656.

Remember to contact Emily Gibson directly at egibson5@gmu.edu if you find you are experiencing any problems, if you have any questions, or if you need the alternate set of login instructions. Emily’s office hours are M-F, 8:30am-5:00pm. If you send an e-mail request after 5:00pm or over the course of a weekend, you will not receive a reply until the next business day, so please plan accordingly.

Final Note: Please do not wait until the end of the semester to attempt to login to the system for the first time! Even if you don't have your signature assignment ready to upload for evaluation, you can still make sure your account is set up and ready to go. Make it easy on yourself! Login and self-enroll into the Special Education Portfolio (Phase 2 of the instructions to follow) now and submit your artifact for evaluation later! Otherwise, you are sure to find yourself in the very undesirable and frustrating position of attempting to navigate the system for the first time while also trying to meet your submission deadlines.

Please proceed now to Phase 2 of 3 – Self-Enrolling into the Special Education Portfolio!