TaskStream Instructions for First Time Users

**Phase 1 of 3 for Student/Authors – Logging Into TaskStream for the First Time**
(This phase will only need to be completed the first time you log in!)

Please note:
Any new CEHD student that has had an account created for them will be notified via an email sent directly from TaskStream to each student’s MasonLive email account. This email notification will include a link to the Password Customization page in the TaskStream system – students must click on this link and create a password in order to access the site for the first time.

New CEHD student accounts are created every semester. If you need an account created before late September (fall), late January (spring) or late June (summer), or if your admission/course enrollment falls after these periods of time, please contact Emily Gibson, CEHD Student Assessment Coordinator, at tshelp@gmu.edu with your Mason email address, G number and program of study to request that an account is created for you. Otherwise, please wait until the batch upload occurs every semester.

**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 the Subscriber Login heading and click **Login**. Do not click on either of the subscriber links below the login fields.

Your Username will follow this format, based on your Mason e-mail address: jdoe@gmu.edu. (Not jdoe@masonlive.gmu.edu)

Your Password will be whatever you created for yourself when you clicked on the link in the New Account email notification from TaskStream. If you do not have that email or cannot access the link for any reason, you'll need to either utilize the “Forgot Password” link on the login screen OR call the TS Help Desk at 1-800-311-5656.

2. If you are asked to accept the TaskStream User Agreement, please do so.
Remember to contact Emily Gibson directly at tshelp@gmu.edu if you find you are experiencing any problems. Emily’s office hours are M-F, 7:00am-3:30pm. If you send an e-mail request after 3:30pm or over the course of a weekend, you will not receive a reply until the next business day. If you have an urgent issue that needs immediate attention outside of Emily’s office hours, please contact the TaskStream Mentoring Services Department at 1-800-311-5656.

Please proceed now to Phase 2 of 3 –
Self-Enrolling into the Special Education Portfolio
(This is where all EDSE courses are listed and where you will actually upload and submit your assignments for evaluation!)