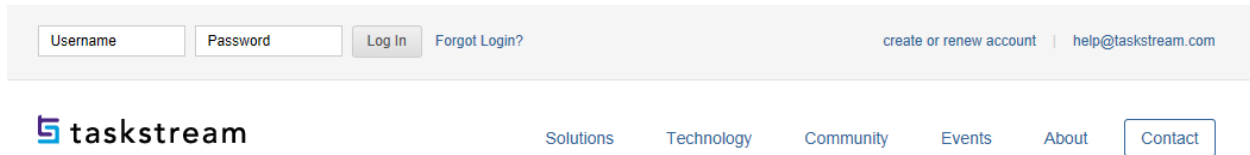


TaskStream Self-Enrollment Instructions

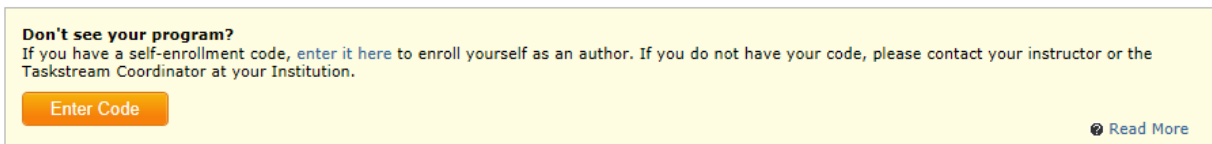
Open a web browser (Internet Explorer, Google Chrome, Mozilla Firefox, Safari, etc.)

1. In the Address field or Location bar - type in the following URL:
<http://www.taskstream.com>

2. Log in to your Taskstream account.

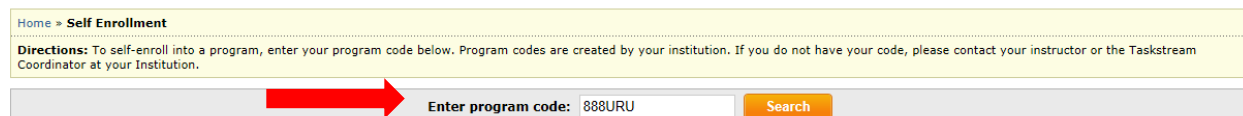
The image shows the top section of the Taskstream website. At the top, there is a login area with fields for 'Username' and 'Password', a 'Log In' button, and a 'Forgot Login?' link. To the right of these are links for 'create or renew account' and 'help@taskstream.com'. Below the login area is the Taskstream logo, followed by navigation links: 'Solutions', 'Technology', 'Community', 'Events', 'About', and a 'Contact' button.

3. Find the Self-Enrollment Area at the bottom of your homepage. Click the **Enter Code** button.

The image shows a yellow banner with the text 'Don't see your program?' followed by instructions: 'If you have a self-enrollment code, enter it here to enroll yourself as an author. If you do not have your code, please contact your instructor or the Taskstream Coordinator at your Institution.' There is an orange 'Enter Code' button on the left and a 'Read More' link on the right.

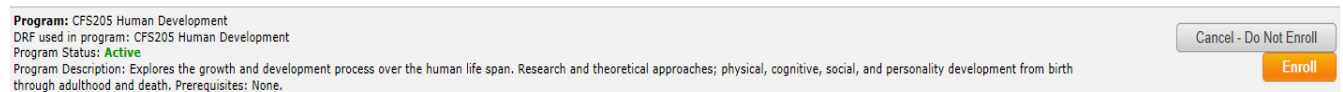
4. Enter Your Course Specific Self-Enrollment Code **ZF3TPT** in the program code search box. Click Search. The Self-Enrollment Code is located in the Syllabus for your course

Self Enrollment

The image shows the 'Self Enrollment' section of the website. It has a breadcrumb trail 'Home > Self Enrollment'. Below this is a 'Directions' box explaining that users need to enter a program code. At the bottom, there is a search box labeled 'Enter program code:' with the text '888URU' entered. A red arrow points to this search box. To the right of the search box is an orange 'Search' button.

4. Verify you have selected the correct course program code and click Enroll.

If this is the correct program, click the 'Enroll' button to complete the enrollment process.

The image shows the details of a selected program. On the left, it lists: 'Program: CFS205 Human Development', 'DRF used in program: CFS205 Human Development', 'Program Status: Active', and a 'Program Description' about human development. On the right, there are two buttons: a grey 'Cancel - Do Not Enroll' button and an orange 'Enroll' button.

5. You may now begin submitting your assignments.

Note: If you enroll yourself into an inactive program, the program will not show up on your home page until the Program Manager activates the program.