

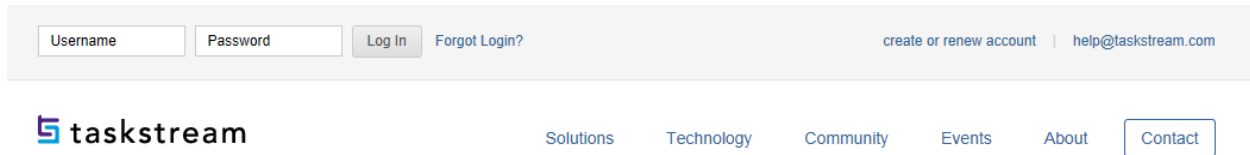
# TaskStream Self-Enrollment Instructions

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

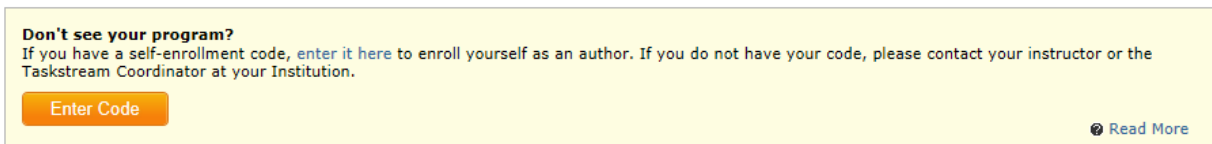
1. In the Address field or Location bar - type in the following URL:

<http://www.taskstream.com>

2. Log in to your Taskstream account.

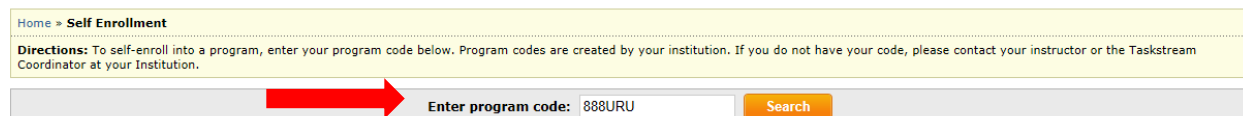
The image shows the top section of the Taskstream website. It includes a login form with fields for 'Username' and 'Password', and buttons for 'Log In' and 'Forgot Login?'. To the right of the login form are links for 'create or renew account' and 'help@taskstream.com'. Below the login form is the Taskstream logo, followed by navigation links for '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 banner with the text 'Don't see your program?' and a subtext: '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 and a 'Read More' link.

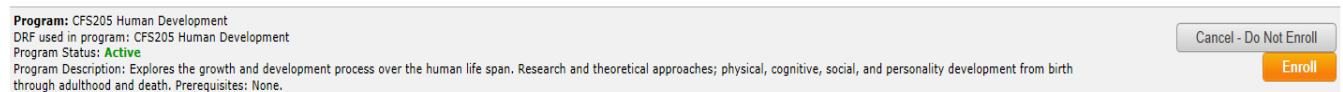
4. Enter Your Course Specific Self-Enrollment Code **BBJC2G** in the program code search box. Click Search. The Self-Enrollment Code is located in the Syllabus for your course

## Self Enrollment

The image shows the 'Self Enrollment' section of the Taskstream website. It includes a breadcrumb trail 'Home > Self Enrollment' and a 'Directions' section. Below the directions is a search form with a red arrow pointing to the 'Enter program code:' field, which contains the text '888URU'. There is a '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. It includes the program name 'CFS205 Human Development', the DRF used 'CFS205 Human Development', the program status 'Active', and a description: 'Explores the growth and development process over the human life span. Research and theoretical approaches; physical, cognitive, social, and personality development from birth through adulthood and death. Prerequisites: None.' There are two buttons: 'Cancel - Do Not Enroll' and 'Enroll'.

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.*