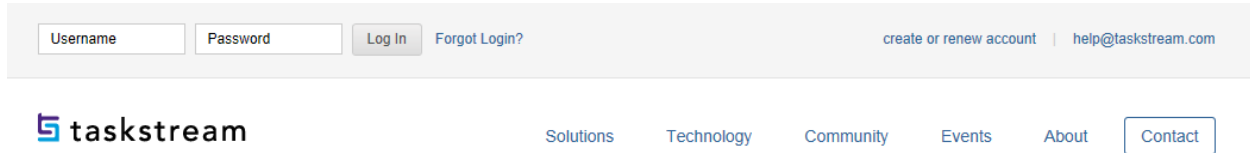


TaskStream Self-Enrollment Instructions

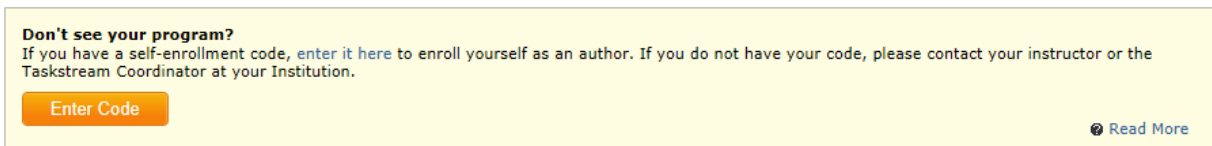
Open a web browser (Internet Explorer, Google Chrome, Mozilla Firefox, Safari, etc.)

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

2. Log in to your Taskstream account.

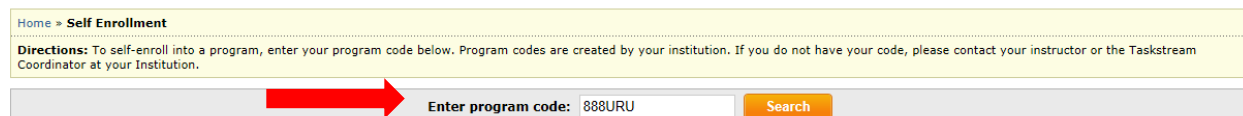
The image shows the top section of the Taskstream website. It features a login area with fields for 'Username' and 'Password', and buttons for 'Log In' and 'Forgot Login?'. To the right, there are links for 'create or renew account' and 'help@taskstream.com'. Below the login area is the Taskstream logo, 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?' 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 on the left and a 'Read More' link on the right.

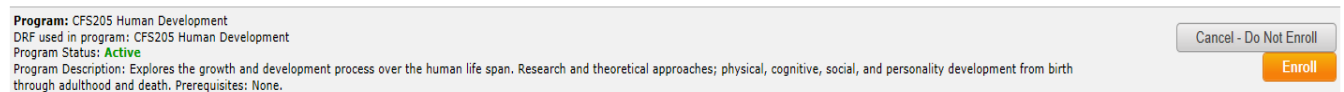
4. Enter Your Course Specific Self-Enrollment Code **N66GMG** in the program code search box. Click Search. The Self-Enrollment Code is located in the Syllabus for your course

Self Enrollment

The image shows the 'Self Enrollment' section of the website. It has a breadcrumb trail 'Home > Self Enrollment'. Below it, there are directions: 'To self-enroll into a program, enter your program code below. Program codes are created by your institution. If you do not have your code, please contact your instructor or the Taskstream Coordinator at your Institution.' There is a search box with the text 'Enter program code:' and a red arrow pointing to it. The box contains the code '888URU'. To the right of the 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. It lists: 'Program: CFS205 Human Development', 'DRF used in program: CFS205 Human Development', and 'Program Status: Active'. Below this is a description: 'Program 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.' At the bottom right, there are two buttons: 'Cancel - Do Not Enroll' 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.