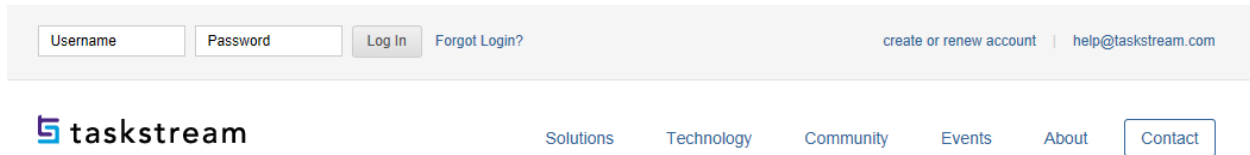


# TaskStream Self-Enrollment Instructions

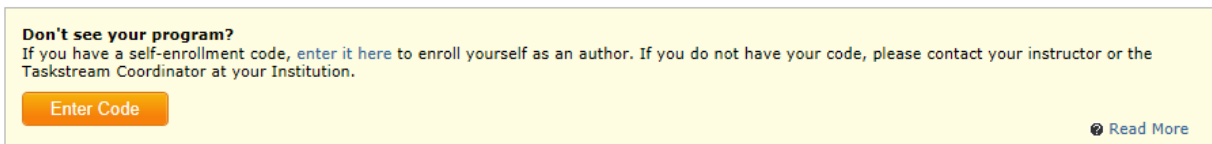
Open a web browser (Internet Explorer, Google Chrome, Mozilla Firefox, Safari, etc.)

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

2. Log in to your Taskstream account.

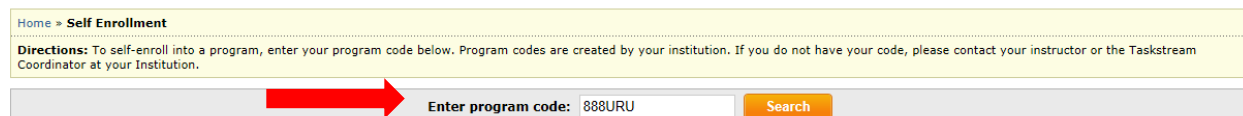
The image shows the Taskstream login page. At the top, there are input fields for 'Username' and 'Password', followed by 'Log In' and 'Forgot Login?' buttons. To the right, there are links for 'create or renew account' and 'help@taskstream.com'. Below the login fields is the Taskstream logo, and a navigation bar with 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.

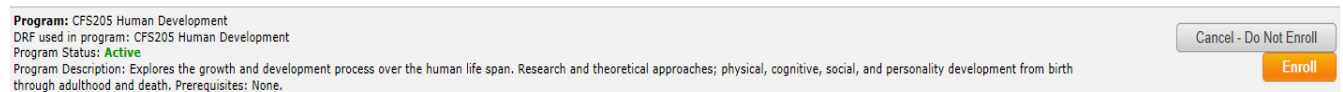
4. Enter Your Course Specific Self-Enrollment Code **KGU2EH** in the program code search box. Click Search. The Self-Enrollment Code is located in the Syllabus for your course

## Self Enrollment

The image shows the 'Self Enrollment' section. It has a breadcrumb '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: 888URU' and a red arrow pointing to it, and 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 program details for 'CFS205 Human Development'. It includes the program name, DRF used, program status (Active), and a description. At the bottom, 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.*