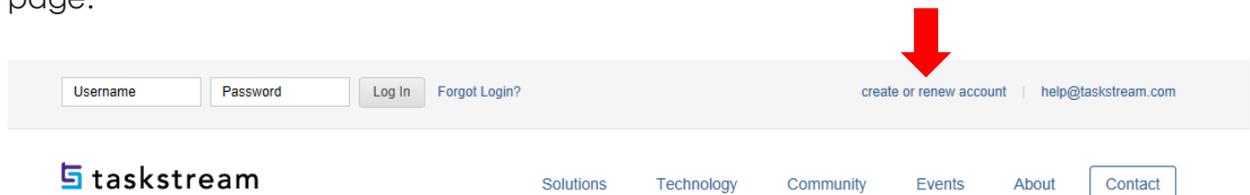


# Purchasing/Activating Your TaskStream Subscription

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. You should now see Taskstream's homepage.
3. At the top of the screen, click **Create or Renew Account** to go to the registration page.



4. Choose the option that applies to you. First time subscribers should choose the "Create a new Taskstream subscription" option.
5. You are purchasing by credit card, use **Option 1**.
6. Click **Continue** to proceed. Follow the directions on the resulting forms to complete the subscription purchase or activation process.

## Step 1 - Activate Subscription

7. Choose the option "I am participating in a COLLEGE/UNIVERSITY program that requires Taskstream (student, faculty, etc.)." Click Continue.

## Step 2 of 7 - General Information

You have successfully started the registration process. Please read information below and click 'Continue'.

Please select the category that best describes you.

Category that best describes you:

- I am participating in a COLLEGE/UNIVERSITY program that requires Taskstream (student, faculty, etc.)
- I am a K-12 educator who wants to use Taskstream independently (teacher, administrator, etc.)
- Neither of the above categories describes me.

[Cancel](#) [Continue](#)

8. Choose the options as pictured and click Continue.

## Step 2 of 7 - College/University Information

In which state or province is your college/university or institution?

Arizona

What type of institution are you attending?

2 yr. Community College

What college/university or institution are you affiliated with?

Rio Salado Community College

If your college/university or program is not listed above, please contact Mentoring Services at [help@taskstream.com](mailto:help@taskstream.com) or 1-800-311-5656

[Cancel](#) [Continue](#)

9. Choose "Early Childhood Education and Human Development" under Program. Choose "Student" under Group.

## Step 3 of 7 - Personal Information

Please complete each of the fields below. If you are creating a new account you will need to create a username and password (remember to write these down so you don't forget). All fields are required.

Organizational Information

Program: Early Childhood Education and Human Develo

Group: Student

10. Select the length of subscription you would like --- The choice is yours!

11. Enter Personal Information.

*Please ensure that a valid email address has been entered so that Taskstream can send your Taskstream username and password to you. All email addresses are confidential and will not be made available to third parties. Please note: We suggest that you add the [taskstream-subscriptions@taskstream.com](mailto:taskstream-subscriptions@taskstream.com) email address to your email application's address book to help ensure that your login information will be delivered and will not be blocked by any spam software/settings that you may have enabled on your computer.*

12. Select "Yes, add the Teaching Productivity Tool Pack."

13. Read and Accept End-User Agreement

14. Confirm Registration Information and click Continue.

15. Confirm Subscription Period and click Proceed to Checkout.

16. Enter Credit Card information and click Continue to finalize your subscription account.

*If you require further assistance or have questions, contact Taskstream:*

*Phone: 1-800-311-5656*

*Email: [help@taskstream.com](mailto:help@taskstream.com)*