

TaskStream

THE TOOLS OF ENGAGEMENT

University Subscription Guide

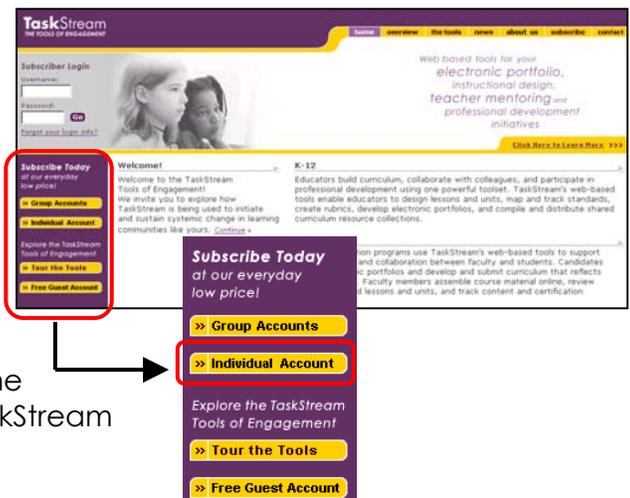
TaskStream is a web-based tool for educators to build curriculum, collaborate with colleagues, and participate in professional development. TaskStream's web-based tools enable educators to design lessons and units, map and track standards in any state, create rubrics, develop electronic portfolios, and compile and distribute shared curriculum resource collections. This resource is being used by school districts across Arizona and will be used this course.

When you registered for this course, you were to purchase (or have a previously established account) a subscription to TaskStream as one of the textbook requirements for the course.

The TaskStream Site

Open a web browser (Internet Explorer, Netscape Navigator, AOL)

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. In the purple menu bar on the right, click the **Individual Account** button, to go to the TaskStream Account subscription page



Purchasing an Individual Subscription

4. Under **First time or renewal?** you have two subscription choices: (Select the one that applies to you)

- First time subscribers should choose the first option – *This is the first time I have subscribed to TaskStream.*

Purchase an Individual Subscription

To purchase an individual subscription, please indicate whether this is a first time account or a renewal and the subscription type. Click Continue at the bottom of this page when done.

First time or renewal?

- This is the first time I have subscribed to TaskStream
- I am renewing my TaskStream account

Once registered, TaskStream will be available to use in selected method courses with Rio Salado College. Your subscription is valid for one year.

- Subscribers who are renewing their TaskStream account should choose the second option - *I am renewing my TaskStream account. (Students have the option for renewal after one year of use.)*

- Next, under **Choose a subscription category** select the College/University option.

Choose a subscription category

College/University [\[View Rates\]](#)
I am currently enrolled in a college or university course/program or I am an instructor of a college or university course/program.

K-12 [\[View Rates\]](#)
I am a K-12 educator/administrator and wish to purchase or renew an individual subscription.

Other [\[View Rates\]](#)

Click **Continue** to choose your college or university.

Choosing your state and university

Using the pull-down menus, choose the following:

- The state in which your college or university is located

(Arizona)

- The name of your college or university (Rio Salado College)

Purchase a Subscription

In which state is your university or institution?
New York

Through what university or institution is your course or program offered?
Teachers College, Columbia University

If your university or program is not listed above, please contact Mentoring Services at help@taskstream.com or 1-800-311-5656. Thank you.

What is the name of the professor or instructor of your course (if applicable)?
Dr. Thompson

- In the last field enter the name of the instructor of your course/program. (This information can be found in the index of your course – Meet your Instructor.) If you have two or more instructors this field is optional.

Click **Continue** to go to select a subscription rate.

Subscription Rates / Time Period

(Rio Salado students must subscribe for a one-year subscription. This will allow students to complete the Post-Baccalaureate program, as well as, use this tool if you are taking this course as a Certified Teacher for Professional Development.

This page displays the various subscription rates available to universities and colleges.

- Select a subscription rate from the options provided.

Note: Depending upon which college/university you attend, the subscription options you see may differ from what is pictured (colleges/universities can

Choose a subscription rate:

1 semester subscription

1 year subscription

2 year subscription

3 year subscription

4 year subscription

customize which subscription options are made available to their students).

10. Next, choose a subscription time period, *i.e. the dates your subscription starts and ends.*

Choose a subscription time period:
Please select a subscription rate first.

Note: If you attend a college/university with a rolling-admission policy, you will not need to select a subscription start date.

11. Next, fill in the required information in the contact information fields.

12. Review and accept the End User Agreement by clicking the checkbox next to - ***I Accept the End-User Agreement.***

After accepting the End-User Agreement, click **Continue.**

First Name:
Last Name:
E-mail:
Your e-mail must be valid since your username and password will be sent to this account
Confirm E-mail:
Phone:

Please review the End-User Agreement
must agree to the following terms between You and TaskStream, LLC ("TaskStream"). The following is a binding contract between you and TaskStream, which establishes your and TaskStream's rights, obligations and liabilities regarding your use of the Website ("the Agreement"). Please read this page carefully, and then click "I Agree," if you accept the terms of the Agreement.

I Accept the End-User Agreement

Continue Cancel

Credit Card and Billing Information

The final part of the subscription process, requires you to complete the credit information form, so your **TaskStream** subscription can be processed.

13. Complete the credit card and billing form.
14. After carefully reviewing your information, click **I Authorize this Transaction** to process your account. You should receive your account login information within one business day.

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Order Info
Description: Taskstream subscription for Fall semester
Total Amount: 20.00

Credit Card Information
Card Number:
Cards Accepted - American Express - MasterCard - Visa
Exp Date: 06 / 2002

Billing Information
Name: John Smith *
Address: *
City: *
State: *
Zip Code: *
Country:
Phone: 212-555-5555 *
Email: jsmith@onyschool.edu *

*Required Field
Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

I Authorize this transaction Reset

Login Information

An email notifying you that your account is active will be sent to you no later than the end of the next business day. Please ensure that a valid email address has been entered on this form so that TaskStream can send your TaskStream username and password. All email addresses are confidential and will not be made available to third parties.

Additional Help

If you have any questions or comments, please send an email to help@taskstream.com or call TaskStream's Mentoring Services at **800-311-5656**.