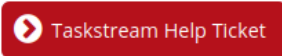


## Registering a Taskstream Account

To begin registering a new Taskstream Account, navigate to <https://www.uncp.edu/academics/colleges-schools/school-education/taskstream>

Find and click on **Taskstream Help Ticket** button

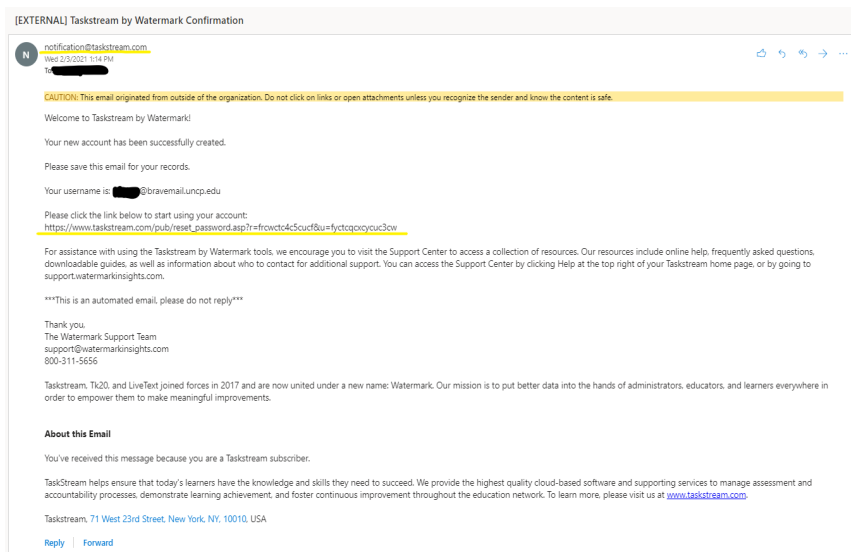
- If you find that you don't have access, complete this the Taskstream Help Ticket form to set up your account or ask for any concerns. You will be asked to provide your **UNCP banner id number and your UNCP email address** so your account can be created.



You will be taken to a short Google Form, answer all the questions and submit the form.

Once the form is submitted, you will be set up with a Taskstream account within a few days.

The address you entered on the form will receive a message from [notification@taskstream.com](mailto:notification@taskstream.com), it will look like this



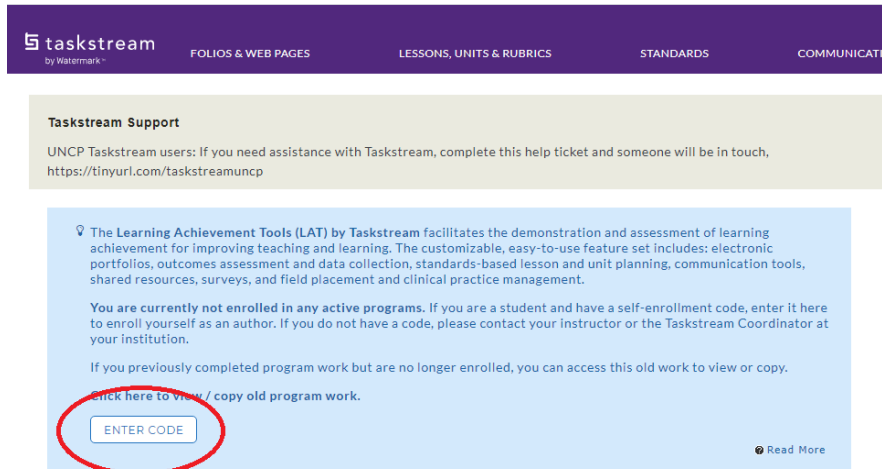
Click on the link the message provides to create a password and register your account.

Once your account has been registered you will be able to access Taskstream via

[login.taskstream.com](https://login.taskstream.com)

## Enrolling in your Program

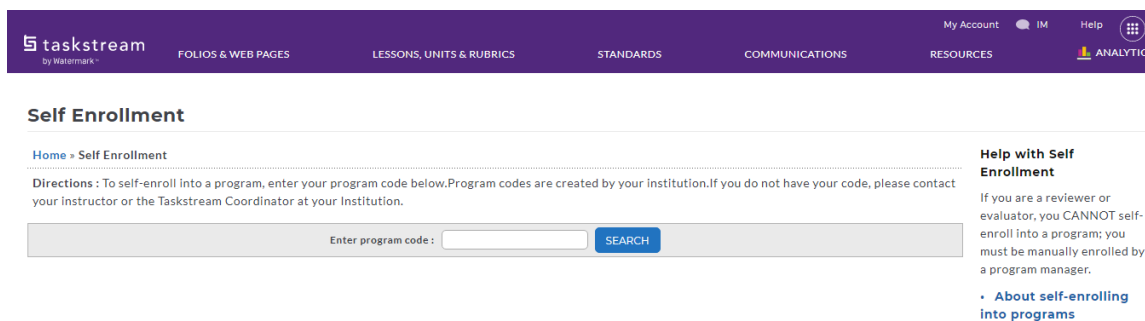
To enroll into a program locate and click the *Enter Code* button on the Taskstream main screen. If you haven't enrolled in any programs yet it will be located towards the bottom of the blue box, if you do have another program you are enrolled in it will be located in a yellow box below those programs.



The screenshot shows the Taskstream main screen with a purple header. Below the header is a light green box for 'Taskstream Support' and a light blue box with instructions. The 'ENTER CODE' button in the blue box is circled in red.

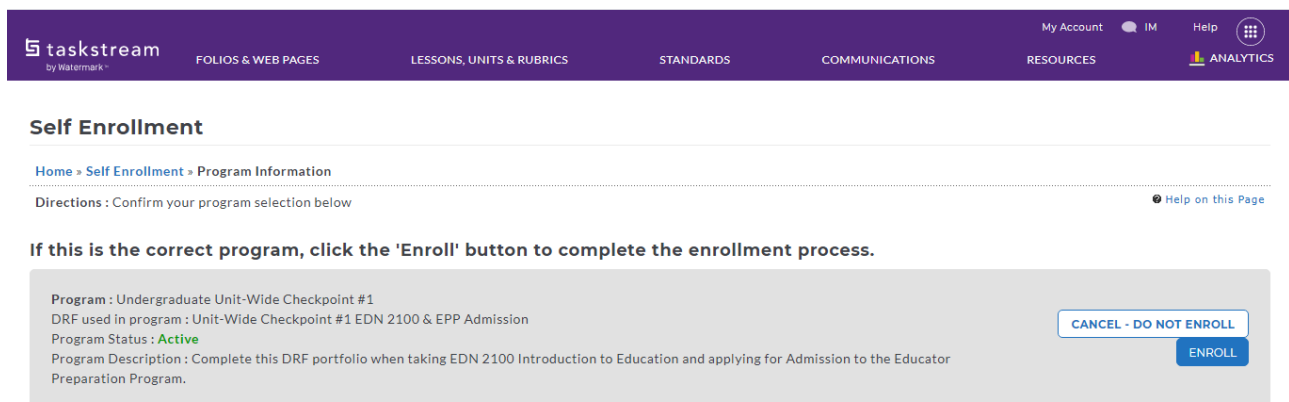
ENTER CODE when you are enrolled in no programs

Enter the program code (provided by your instructor or program coordinator/director) into the search bar and click search.



The screenshot shows the 'Self Enrollment' page with a search bar and a 'SEARCH' button. The search bar contains the text 'Enter program code :'. To the right, there is a 'Help with Self Enrollment' section.

If the correct program is displayed, click ENROLL. Otherwise, click CANCEL and check to make sure you entered the correct code



The screenshot shows the 'Self Enrollment' page with a search bar and a 'SEARCH' button. Below the search bar, there is a section for 'Program Information' with a 'CANCEL - DO NOT ENROLL' button and an 'ENROLL' button.

Once you click ENROLL you are asked if you want to start work on the program and the program will show up each time you log on to Taskstream

The screenshot displays the Taskstream user interface. At the top is a dark purple navigation bar with the 'taskstream by Watermark' logo on the left and menu items 'FOLIOS & WEB PAGES', 'LESSONS, UNITS & RUBRICS', 'STANDARDS', and 'COM' on the right. Below the navigation bar is a light green banner for 'Taskstream Support' with the text: 'UNCP Taskstream users: If you need assistance with Taskstream, complete this help ticket and someone will be in touch, <https://tinyurl.com/taskstreamuncp>'. The main content area is titled 'Work on a program' and features a blue grid icon and a 'CUSTOMIZE DISPLAY' button. A card titled 'DRF PROGRAM' is shown, containing a blue circle with 'DRF' inside, the text 'Undergraduate Unit-Wide Checkpoint #1 >', and a description: 'Complete this DRF portfolio when taking EDN 2100 Introduction to Education and applying for Admission to the Educator Preparation Program.'