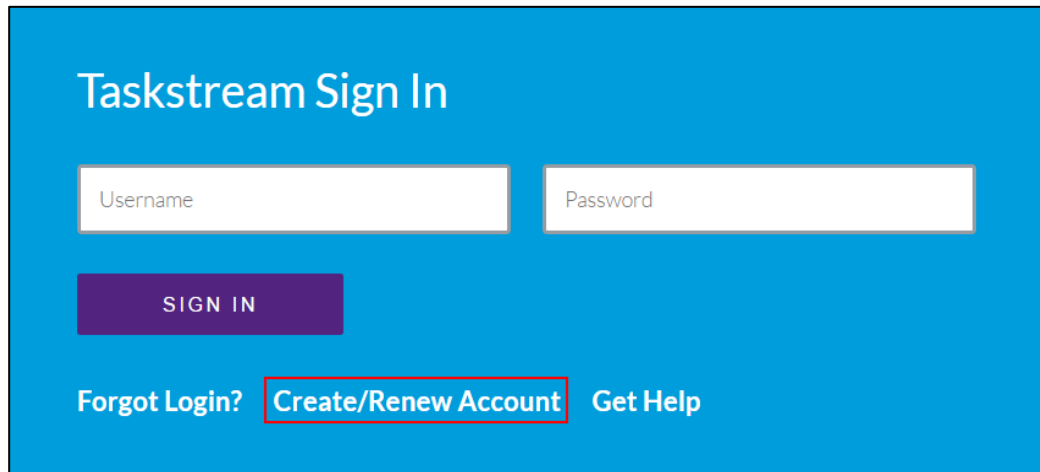


Quick Start Guide
The University of Findlay
Cooperating Teachers
Guide for Creating your
Taskstream Account



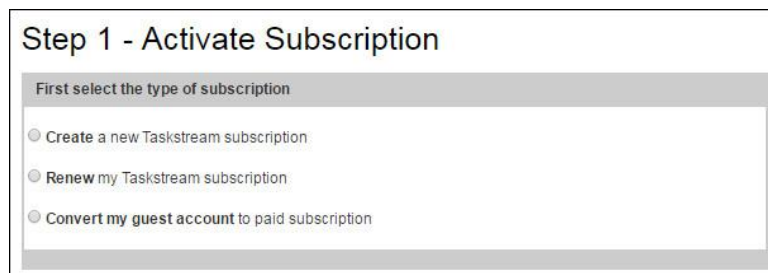
You have been selected to receive a Taskstream account. The key code that has been issued to you is intended for field experience evaluation only. Follow the directions below to create your account on Taskstream.

1. Go to <https://login.taskstream.com/signon/>
2. On the Taskstream home page click the **Create / Renew Account** link located on the left side of the page.



You should now see the Activate Subscription page.

3. Select the appropriate subscription option:
 - **Create** a new Taskstream subscription should be selected if you are creating a new account.
 - **Renew** my Taskstream subscription if you would like to extend a previously created Taskstream account.



*Note: **Convert** my guest account to paid subscription option is not applicable*

4. Enter the key code specified below in the appropriate fields under Option 2 and then click **Continue** to proceed.

Key Code:

Then select a subscription option

OR

Option 1: Credit card purchase (I do not have a key code)
⚠ You will need a credit card to purchase/renew a subscription.

Option 2: I have a Taskstream key code
Enter your Taskstream key code
 -

5. Complete Steps 2 and 3. During step 3, make sure to note the username and password that you have chosen. This will be the username and password you will use to access Taskstream.

Step 2 of 4 -

Please read information below and click 'Continue'.

The key code you are using is valid for Cooperating Teachers at the University of Findlay.

Subscription start date:	Today
Subscription end date:	12/15/2017
Organization:	University of Findlay

Please confirm that the following information is correct:

College:	College of Education
Group:	Cooperating Teachers

If you require further assistance or have questions, contact Taskstream:
Phone: 1-800-311-5656
Email: LearnMore@taskstream.com

For Step 3, enter your own personal information. Make sure to write down the username and password that you create, since you will need that to access Taskstream to do student evaluations.

General Information (required by Taskstream)

First name:

Last name:

UF ID:
 I do not have a UF ID.

Email:

Confirm Email:

Home/Cell Phone:

Alternate Phone:
 (optional)

Username:
 (minimum 6 characters)

Password:
 (6 characters, must contain at least 1 number) (Please note: passwords are case sensitive)

Confirm Password:

Password hint:
 (minimum 1 character) (Password hint cannot contain the password)

During Step 3, you will also need to select the appropriate identifiers for your field experience student and accept the Taskstream user agreement.

Other Information (required by your organization)

Is your University of Findlay student?:

1. Undergraduate 2. Post-Baccalaureate

In what program is your University of Findlay student enrolled?:

1. Adolescent/Young Adult Program 4. Middle Childhood Program
 2. Early Childhood Program 5. Multi-Age Program
 3. Intervention Specialist Program

In what field experience is your University of Findlay student enrolled?:

1. Pre-professional (Sophomore) 3. Student Teaching
 2. Methods

End-user Agreement: **Terms and Conditions**

1. The Service
 1.1 Prior to registering for the services (the "Service") offered on the MakeIta ("the MakeIta"), the End User

I accept the end-user agreement

6. Confirm your registration information in Step 4. If you need to edit any of the information you have entered click the **Edit** button. Otherwise click **Continue** to complete your registration.

Step 4 of 4 - Confirm Registration Information

You must confirm all information before your account can be created!
Click the "Continue" button to activate your account.

Name:	UFindlay Cooperating Teacher
Email:	ufct@email.edu
Home phone:	123-456-7890
Username:	ufct123
Password:	*****
Affiliation:	University of Findlay
Group:	Cooperating Teachers
In what field experience is your University of Findlay student enrolled?:	3. Student Teaching
In what program is your University of Findlay student enrolled?:	2. Early Childhood Program
Is your University of Findlay student?:	1. Undergraduate
Subscription start date:	Today
Subscription end date:	12/15/2017

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The next page will display a link to take you to the home page where you can enter your username and password to login and begin using your Taskstream account.