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

taskstream | Tk20™

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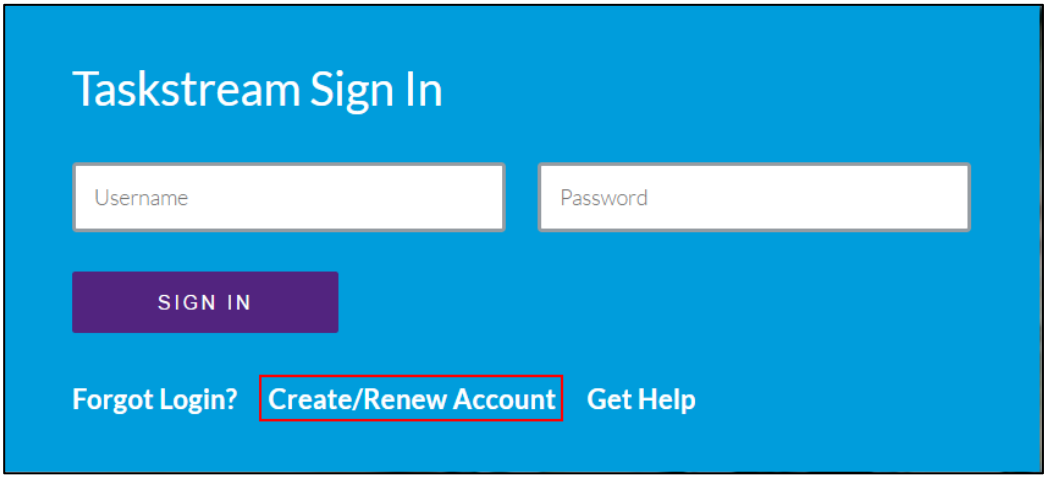
You have been selected to receive a Taskstream account. The key code that has been issued to you is intended for field experience evalution only. Follow the directions below to create your account on Taskstream.

1. Go to https://login.taskstream.com/signon/

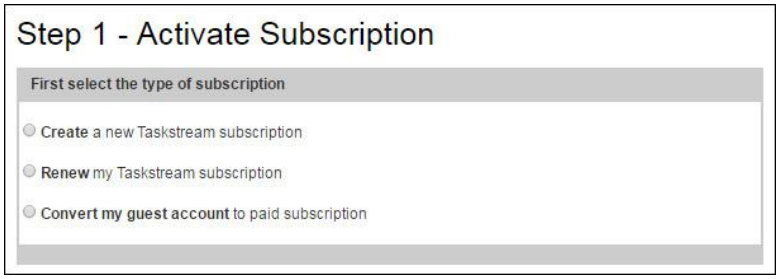
2. On the Taskstream home page click the **Create / Renew Account** link located on the left side of the page.



You should now see the Activate Subscription page.

3. Select the appropriate subscription option:

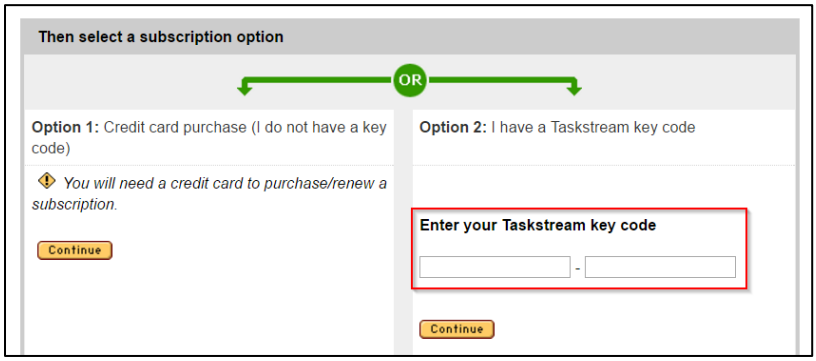
   - **Create** a new Taskstream subscription should be selected if you are creating a new account.
   - **Renew** my Taskstream subscription if you would like to extend a previously created Taskstream account.



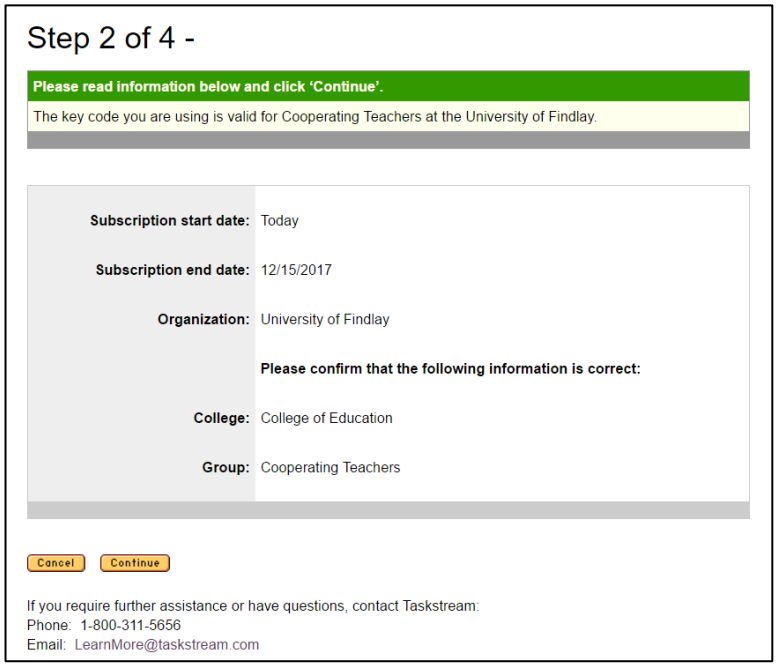
*Note: **Convert** my guest account to paid subscription option is not applicable*

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

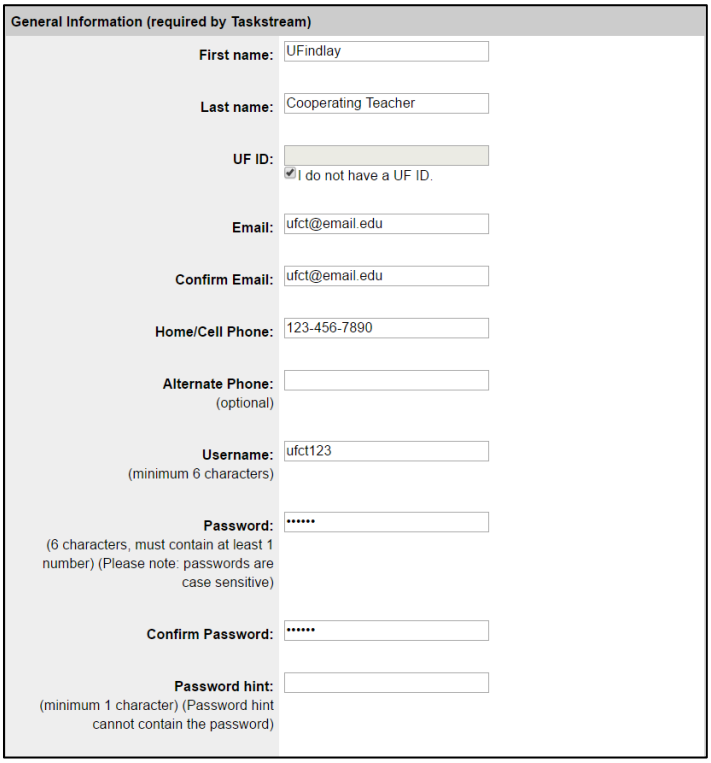
Key Code:	UFCOOP-6DBAFC



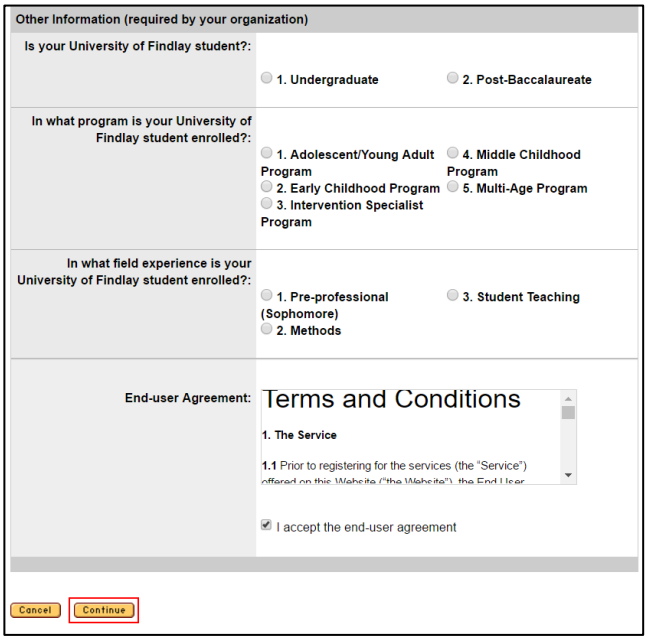
5. Complete Steps 2 and 3. During step 3, make sure to note the username and password that you have chosen. This will be the username and password you will use to access Taskstream.



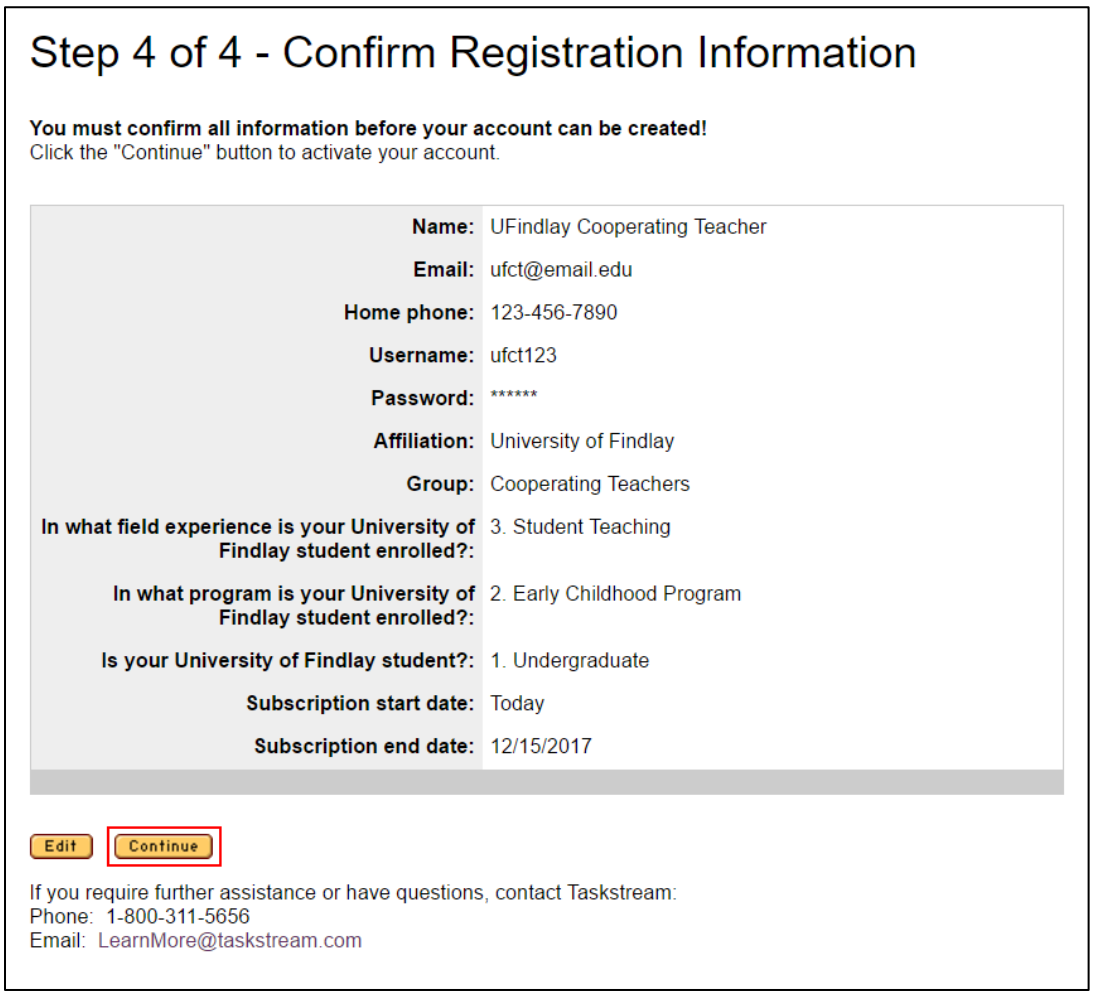
For Step 3, enter your own personal information. Make sure to write down the username and password that you create, since you will need that to access Taskstream to do student evaluations.



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



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.