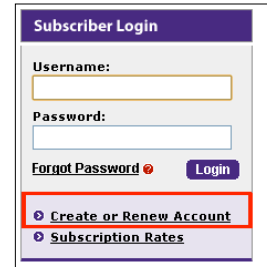


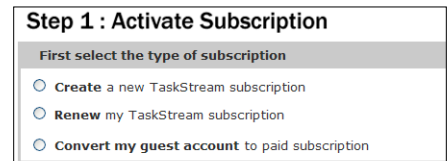
# Using your TaskStream Key Code For Students

You have been selected to receive a TaskStream account. The key code that has been issued to you is intended for your use only. Follow the directions below to create/renew your account on TaskStream 'Advancing Education Excellence'.

1. Go to [www.taskstream.com](http://www.taskstream.com)
2. On the TaskStream home page click the **Create or Renew Account** link located on the purple area on the top left side of the screen.
3. Select the appropriate subscription option:
  - **Create** a new TaskStream subscription should be selected if you are creating an account for the first time.
  - **Renew** my TaskStream subscription if you would like to extend a previously created TaskStream account.



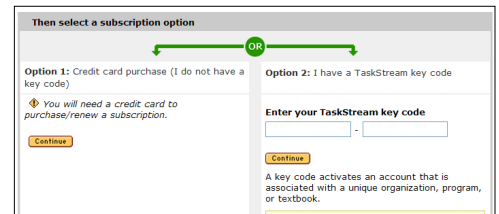
The image shows a 'Subscriber Login' form with fields for Username and Password, a 'Forgot Password' link, and a 'Login' button. Below the form, there are two links: 'Create or Renew Account' and 'Subscription Rates'. The 'Create or Renew Account' link is highlighted with a red box.



The image shows a 'Step 1: Activate Subscription' form. It asks the user to 'First select the type of subscription' and provides three radio button options: 'Create a new TaskStream subscription', 'Renew my TaskStream subscription', and 'Convert my guest account to paid subscription'.

4. Enter the key code specified below in Option 2 and click the **Continue** button to proceed.

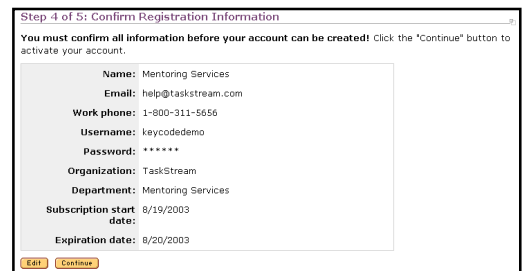
**Key Code:** See Instructor



The image shows a 'Then select a subscription option' form. It has two options: 'Option 1: Credit card purchase (I do not have a key code)' and 'Option 2: I have a TaskStream key code'. Option 2 includes a field for 'Enter your TaskStream key code' and a 'Continue' button. A note below the key code field states: 'A key code activates an account that is associated with a unique organization, program, or textbook.'

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.*

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 image shows a 'Step 4 of 5: Confirm Registration Information' form. It displays the following information: Name: Mentoring Services, Email: help@taskstream.com, Work phone: 1-800-311-5656, Username: keycodedemo, Password: \*\*\*\*\* (masked), Organization: TaskStream, Department: Mentoring Services, Subscription start date: 8/19/2003, and Expiration date: 8/20/2003. There are 'Edit' and 'Continue' buttons at the bottom.

7. 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.