

## Quick-Start Guide Self-Enrollment



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## Step 1: Log In

Go to www.taskstream.com and log into your Taskstream account.

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## Step 2: Find the Self-Enrollment Area

From the home page, click Enter Code.

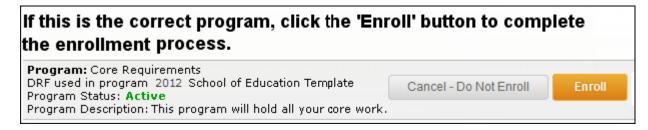
Don't see your program? If you have a self-enrollment code, <u>enter it here</u> to enroll yourself as an author. If you do not have your code, please contact your instructor.
Enter Code
Read More

## Step 3: Enter Your Code

Enter your program code in the appropriate field, and then click the **Search** button.

Self Enrollment	
Home > Self Enrollment Directions: To self-enroll into a program, enter a program code below. Program codes are created and distributed by the program	Help with Self Enrollment If you are a reviewer or
Directions: I o self-enroll into a program, enter a program code below. Program codes are created and distributed by the program manager.	evaluator, you CANNOT self-enroll into a program; you must be manually
Enter program code: My Program Code Search	enrolled by a program manager.
	<u>About self-enrolling into</u> <u>programs</u>

You will be able to review the program information that corresponds to the code that you entered. To be enrolled in the program, click the **Enroll** button. If you do not wish to be enrolled in the program at this time, click the **Cancel - Do Not Enroll button**.



*Note:* If you enroll yourself into an inactive program, the program will not show up on your home page until the Program Manager activates the program.

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at <u>help@taskstream.com</u> or at 800-311-5656, press 1 for support.

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