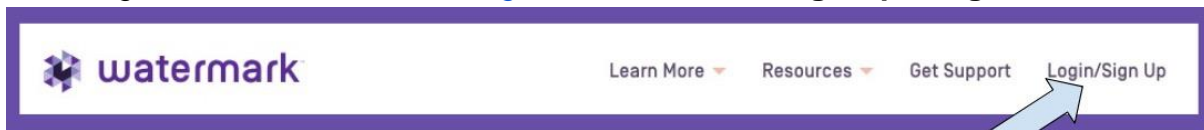


HOW TO CREATE A TASKSTREAM ACCOUNT AND ENROLL IN A PORTFOLIO

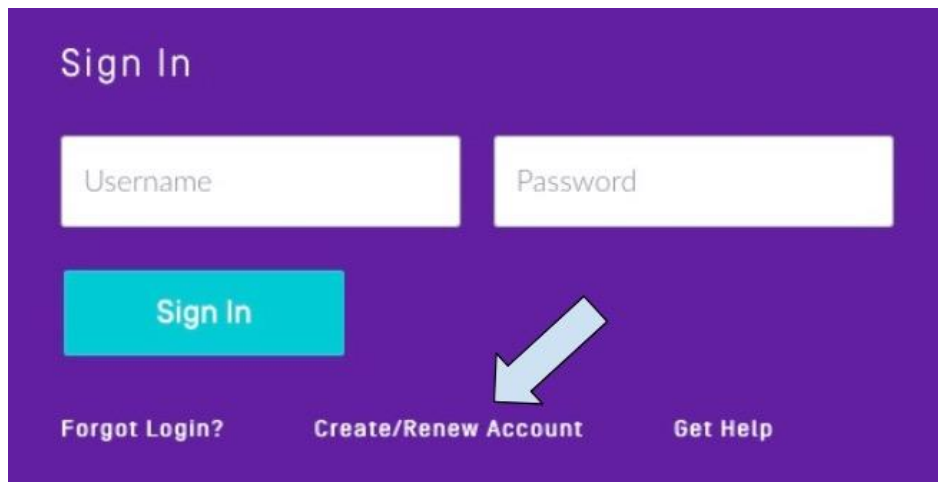
1. Log on to www.watermarkinsights.com . Click on **Sign Up / Login**



2. Choose the Taskstream option



3. Select **Create/Renew Account**



4. Select whether or not you are creating a new account (First Time Subscriber), renewing an account, or converting a guest account. Then enter the key code specified below in the appropriate fields and click the **Continue** button

**KEY CODE:
TSFJED-SPS6BT**

5. Complete steps 2 and 3. Make sure to note the **username and password** that you have chosen.
6. From the Categories menu, select **Teacher Ed/Other Professional Educator**. From the Program menu, select **Teacher Education/Other Professional Educator**. From the Group menu, select **Student**. From the College menu, select the appropriate college for your degree. From the Degree menu, select **Undergraduate/MAT or Graduate**. Click on **Continue**.

Step 2 of 4 -

Please read information below and click 'Continue'.

The key code you are using is valid for students at East Carolina University.

Subscription start date:	8/7/2013
Subscription end date:	8/15/2014
Organization:	East Carolina University
Please make a selection from pull-down(s):	
Categories:	Teacher Ed/Other Professional Educator ▼
Program:	Teacher Education/Other Professional Educator ▼
Group:	Student ▼
College:	College of Human Ecology (CHE) ▼
Degree:	Undergraduate/MAT ▼



7. Complete the General Information section. Be sure to use your **ECU email address**. Be sure to record your choices and keep them somewhere that you can access them when needed.

General Information (required by Taskstream)

First name: Wendy

Last name: Darling

Banner ID: B00019999
☐ I am not a student

Email: darlingw13@students.ecu.edu

Confirm Email: darlingw13@students.ecu.edu

Home/Cell Phone: 555-555-1212

Alternate Phone: (optional)

Username: darlingw14
(minimum 6 characters)

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

Confirm Password: ••••••••

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

Use your ECU email address.

8. Complete the Other Information section. Once you have completed the Other Information section, click on the box to accept the end-user agreement. Click on **Continue**.

Other Information (required by your organization)

Degree sought(Undergraduate Programs):

☐ 1. Bachelor of Science ☐ 4. Bachelor of Fine Arts
☐ 2. Licensure Only ☐ 5. Bachelor of Music
☐ 3. MAT

County of Residence (permanent address) (Teacher Education Program):

☐ 001. Alamance County ☐ 052. Jones County
☐ 002. Alexander County ☐ 053. Lee County
☐ 003. Alleghany County ☐ 054. Lenoir County
☐ 004. Anson County ☐ 055. Lincoln County
☐ 005. Ashe County ☐ 056. McDowell County
☐ 006. Avery County ☐ 057. Macon County
☐ 007. Beaufort County ☐ 058. Madison County
☐ 008. Bertie County ☐ 059. Martin County
☐ 009. Bladen County ☐ 060. Mecklenburg County
☐ 010. Brunswick County ☐ 061. Mitchell County
☐ 011. Buncombe County ☐ 062. Montgomery County
☐ 012. Burke County ☐ 063. Moore County
☐ 013. Cabarrus County ☐ 064. Nash County
☐ 014. ... County ☐ 065. New Hanover County

☐ 2015 ☐ 2021
☐ 2016 ☐ 2022
☐ 2017

Anticipated Degree Completion Semester:

☐ Fall ☐ Summer
☒ Spring

End-user Agreement:

1. The Service

1.1 Prior to registering for the services (the "Service") offered on this Website ("the Website"), the End-User ("you") must agree to the following terms and conditions between you and TaskStream, LLC ("TaskStream"). The

☒ I accept the end-user agreement

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

9. Review your registration information. Click on Edit if you need to change anything. If the information is correct, click on **Continue**.

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:	barbie bender
Customized ID For TS:	1234
Email:	bb13@taskstream.com
Home phone:	333-222-4545
Username:	bbender13
Password:	*****
Affiliation:	TaskStream
Department:	Technical1
Subscription start date:	Today
Subscription end date:	10/31/2016

[Edit](#) [Continue](#)

10. Click on **Go to home page and log in now.**

Registration Complete

Thank you for registering with Taskstream 'Advancing Educational Excellence'!

We hope that you enjoy using the site.

[Go to home page to log in now!](#)

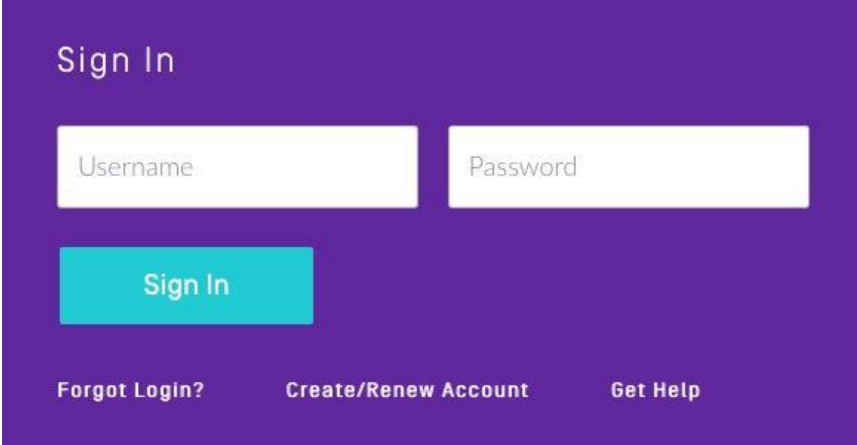
If you require further assistance or have questions, contact Taskstream:

Phone: 1-800-311-5656

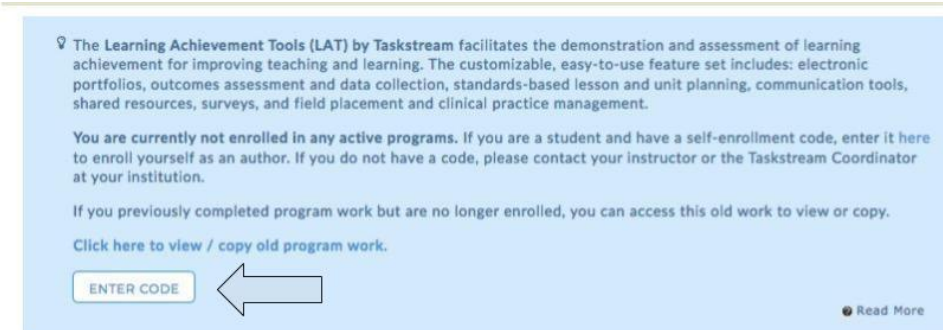
Email: help@taskstream.com

Enrolling in a portfolio. You will need to know your enrollment code in order to enroll into a portfolio. Enrollment codes are located at <http://goo.gl/kgzinb> .

1. Enter your username and password. Click on **Sign In**.

A purple rectangular box containing a 'Sign In' form. At the top left is the text 'Sign In' in white. Below it are two white input fields: 'Username' on the left and 'Password' on the right. Below these fields is a teal button with the text 'Sign In' in white. At the bottom of the box are three links in white: 'Forgot Login?', 'Create/Renew Account', and 'Get Help'.

2. Click on **Enter Code**.

A light blue rectangular box containing text and a form. At the top is a paragraph starting with a small icon and describing 'The Learning Achievement Tools (LAT) by Taskstream'. Below this is another paragraph stating 'You are currently not enrolled in any active programs...' and providing instructions for students and authors. A third paragraph says 'If you previously completed program work but are no longer enrolled, you can access this old work to view or copy.' Below this is a link 'Click here to view / copy old program work.' and a button labeled 'ENTER CODE' with a large grey arrow pointing to it from the right. In the bottom right corner is a link 'Read More' with a small icon.

3. Find the enrollment code for your program here;

<http://www.ecu.edu/cs-educ/TaskStream/Student-Resources.cfm>

4. Enter the enrollment code for your program area. Click on **Search**.

Self Enrollment

[Home](#) » [Self Enrollment](#)

Directions: To self-enroll into a program, enter your program code below. Program codes are created by your institution. If you do not have your code, please contact your instructor or the Taskstream Coordinator at your Institution.

Enter program code:	<input type="text" value="saelem1314"/>	<input type="button" value="SEARCH"/>
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5. The name of your program should be listed. If so, click on **Enroll**.

Self Enrollment

[Home](#) » [Self Enrollment](#) » [Program Information](#)

Directions: Confirm your program selection below

[Help on this Page](#)

If this is the correct program, click the 'Enroll' button to complete the enrollment process.

Program: SAIL - Elementary Education
DRF used in program: Elementary Education - Signature Assessments
Program Status: **Active**
Program Description: Signature Assessments for Initial Licensure

Now you are ready to work on your portfolio.

Work on a program

DRF PROGRAM



SAIL - Elementary Education

>

Signature Assessments for Initial Licensure