



Self-Enrolling into Programs

Welcome!

You have been selected to participate in a TaskStream program. The program code that has been issued to you is intended for your use only. Follow the directions below to enroll yourself into a TaskStream program.

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 the **Enter Code** button.

The screenshot shows the TaskStream home page. At the top, there is a navigation bar with links for 'Sample Student', 'Go to AMS', 'My Account', 'Logout', and 'Help'. Below this is a secondary navigation bar with 'Home', 'Folios & Web Pages', 'Lessons, Units & Rubrics', 'Standards', 'Communications', 'Resources', and 'Instant Messenger'. The main content area features a large yellow box on the left with the heading 'This will be your programs area'. It contains text explaining that users can enter a self-enrollment code here. A red hand cursor points to an orange 'Enter Code' button. Below the button is a 'Read More' link. To the right of this box is another yellow box with a lightbulb icon, providing information about the Learning Achievement Tools (LAT) by TaskStream and stating that the user is currently not enrolled in any active programs. It offers instructions on how to enter a code and contact support if needed. On the far right, there are two sidebars: 'My Links' with 'Messages' and 'Announcements' (both marked as 'new items') and 'Add a Link'; and 'My Folders' with 'Recently Edited Items', 'Recently Deleted Items', 'My Folder', 'New Folder', and 'Create a New Folder'.

Step 3: Enter Your Code

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

The screenshot shows the 'Self Enrollment' page. At the top left, there is a breadcrumb trail: 'Home » Self Enrollment'. Below this is a yellow box with 'Directions' stating that users should enter a program code in the field below and that codes are distributed by the program manager. The main form area has a label 'Enter program code:' followed by a text input field containing 'My Program Code' and an orange 'Search' button. A red hand cursor points to the 'Search' button. To the right of the form is a yellow box with a red question mark icon and the heading 'Help with Self Enrollment'. It contains two sections: one explaining that reviewers or evaluators cannot self-enroll and must be manually enrolled, and another with a link to 'About self-enrolling into programs'.

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.

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: Core Requirements
DRF used in program: 2009 School of Education Template
Program Status: **Active**
Program Description: This program will hold all your core work.

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.