

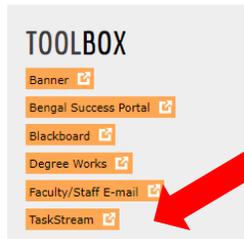
SETTING UP YOUR TASKSTREAM by Watermark ACCOUNT

You have been selected to receive a TaskStream account. The key code that has been issued to you is intended for your use only.

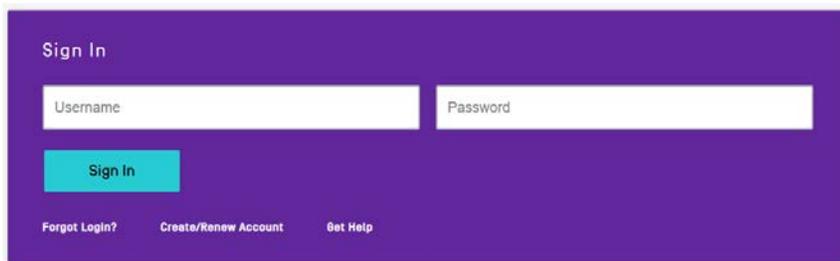


Important: Once your account is created, please send an email to Tiffany Fuzak (fuzaktd@buffalostate.edu) who will grant your evaluator permission. Note: You will not be able to begin working in Taskstream until you have these permissions.

1. Go to your MyBuff State portal page and select “Taskstream” under “Toolbox.” (You can also find this login page by going to www.taskstream.com, click “Login/Sign-up,” and then selecting “Taskstream.”)



2. Select “Create/Renew Account”.



You should now see the Activate Subscription page.

Step 1 - Activate Subscription

First select the type of subscription

Create a new Taskstream subscription

Renew my Taskstream subscription

Convert my guest account to paid subscription

Then select a subscription option

OR

Option 1: Credit card purchase (I do not have a key code)

⚠ You will need a credit card to purchase/renew a subscription.

Option 2: I have a Taskstream key code

Enter your Taskstream key code

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A key code activates an account that is associated with a unique organization, program, or textbook.

Note: You will need to obtain a Taskstream keycode from your organization

3. Select 'Create a new Taskstream subscription' if you have never used Taskstream before and are creating a new account. Select "Renew my Taskstream subscription" if you have had an account before and wish to re-activate.
4. Then select **Option 2**: I have a Taskstream key code. (You do not need to pay or enter credit card information to create this account.) Enter the key code specified below in the appropriate fields and click the **Continue** button.

Key Code: LATFAC-125CWJ

5. Follow the directions on the resulting forms to complete your account activation. You will be asked to set up a Taskstream username and password. It is recommended that you use your Buffalo State login credentials for easy recall.
6. 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
7. Send an email to Tiffany Fuzak (fuzaktd@buffalostate.edu) who will grant your evaluator permission. Note: You will not be able to begin working in Taskstream until you have these permissions.

For additional help:

Tiffany Fuzak, Office of Institutional Effectiveness: fuzaktd@buffalostate.edu, or