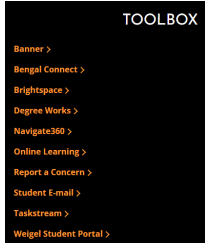


SETTING UP YOUR TASKSTREAM by Watermark ACCOUNT

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

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”.

A screenshot of the Taskstream 'Sign In' page. It has a purple header with the text 'Sign In'. Below the header are two white input fields: 'Username' and 'Password'. A blue 'Sign In' button is positioned below the 'Username' field. At the bottom of the page, there are three links: 'Forgot Login?', 'Create/Renew Account', and 'Get Help'.

You should now see the Activate Subscription page.

Step 1 - Activate Subscription

A screenshot of the 'Step 1 - Activate Subscription' page. It is divided into two main sections. The first section, 'First select the type of subscription', has a grey header and contains three radio button options: 'Create a new Taskstream subscription', 'Renew my Taskstream subscription', and 'Convert my guest account to paid subscription'. The second section, 'Then select a subscription option', also has a grey header and is split into two columns. The left column, 'Option 1: Credit card purchase (I do not have a key code)', includes a warning icon and text: 'You will need a credit card to purchase/renew a subscription.', followed by an orange 'Continue' button. The right column, 'Option 2: I have a Taskstream key code', includes a green 'OR' separator at the top, a text input field for 'Enter your Taskstream key code', an orange 'Continue' button, and a note: 'A key code activates an account that is associated with a unique organization, program, or textbook.' Below this is a yellow box with a lightbulb icon and text: '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: BUF813-VCJBEY

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.

When entering your "School", please keep in mind that most education programs reside in the School of Education (including Career and Technical Education). However, there are several outside of the SOE:

School of Arts & Sciences	School of Education & Applied Professions
Art Education Music Education English Education Math Education History/Social Studies Education	Childhood, Early Childhood, Special Education, TESOL, Education Leadership, Applied Behavior Analysis, Speech Pathology, MIITC, Science Education

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

For additional help:

contact your academic program, instructor, or the Teacher Education Unit at schoolofed@buffalostate.edu