# 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 Shannon Budin (gormlese@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.")
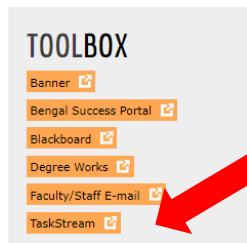
2. Select "Create/Renew Account".
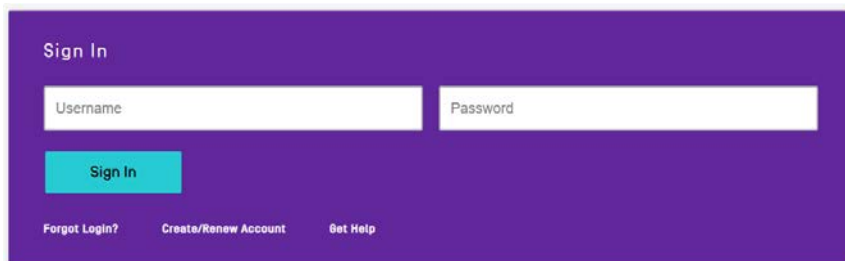
You should now see the Activate Subscription page.

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 Shannon Budin (gormlese@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:

Shannon Budin gormlese@buffalostate.edu