

## Self-Enrollment in DRF Program Instructions

The following instructions describe how to enroll yourself in the appropriate Directed Response Folio (DRF). The DRF is the program or folder where you will see relevant Key Assessments and upload your work.

Self-enrollment codes are created by the program manager at your learning community. Please contact your instructor to verify what code you should use to enroll into the program. 1. Go to [www.taskstream.com](http://www.taskstream.com) and log in to your TaskStream account.

2. Click the Enter Code button at the bottom of your Home page.

3. Enter the program code you were provided, and click Search. Be sure not to enter any additional spaces. Example: PFW-ECE-S2019

4. If you have entered a valid program code for your learning community, you should see information about the program. If this is the appropriate program, click the Enroll button.

5. You will then be notified that you were successfully enrolled into the program.

6. To begin working, click the Start Working on Your New Program button.

If you are not sure this is the correct program, you may wish to clarify with your instructor.

**\*Important Note: You will only have ONE program code in the author tab under the heading Work on a DRF Program!**

\* Re-submission code    Redo2019