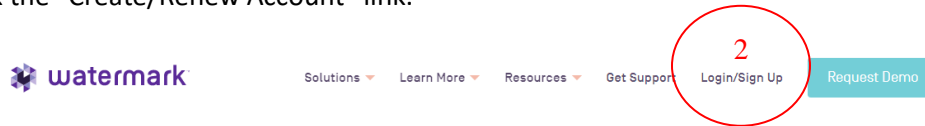


Taskstream Instructions

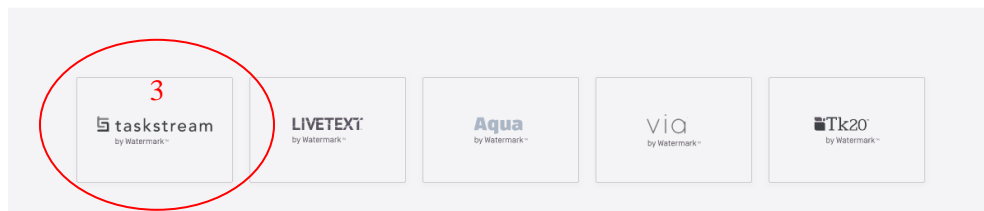
Signing up:

1. Go to www.taskstream.com
2. Click the “Login/Sign Up” link at the top-right of the page. (Mobile users will find the link at the very bottom of the menu.)
3. Select Taskstream from the program options.
4. Click the “Create/Renew Account” link.



Sign In

Taskstream, Tk20, and LiveText are now Watermark. Choose your product below to log in.



5. Step 1: Activate Subscription
 - a. Select **Create** a new TaskStream subscription.
 - b. Choose “Option1: Credit card purchase (I do not have a key code).” If you don’t have a credit card, call the TaskStream Help Desk at 1-800-311-5656.
6. Step 2: General Information. Select “I am participating in a COLLEGE/UNIVERSITY program that requires Taskstream (student, faculty, etc).”
7. Step 2 (Continued): Boxes will pop-up asking you to select the:
 - a. State (Indiana)
 - b. Type of institution (College/University)
 - c. Institution (Purdue University Fort Wayne)
8. Step 3: Personal Information
 - a. Select the school from the drop-down menu: School of Education
 - b. Choose the subscription length you want. As of 2019, options include \$50 for 1 year or \$139 for 7 years.
 - c. Note the username and password that you choose.
9. Step 4: Confirm your registration information. If you need to edit any of the information, click the Edit button.
10. Step 5: Confirm the subscription period.
11. Step 6: Enter you name, credit card info, and billing address.
12. Step 7: Click Place Order to finalize the process.