“TaskStream Info for Students” Setup of Accounts through Blackboard

1) Students required to set up a TaskStream account will login to their Blackboard and click on the link “Connect to TaskStream:

   ![TaskStream Course List]

2) This is the 1st page that the student will see when they first connect from Blackboard. The student will click on the Renew Subscription button to continue.

   ![TaskStream Renew Subscription]

   **Click Here**

   All student accounts have been pre-seeded with your information, you must select this option.
3) The student will then be presented with the Activate Subscription page. They will have to click on Option 1 to continue; student will be prompted to pay via credit card.
4) The next page, Step 2 of 7 - General Information, is a series of questions that are required for completion of a TaskStream account. Please read and follow the directions given.

5) Continuation of General Information where student will pick their university.

Select Fairmont State University from the drop-down menu.
6) Continuation of General Information. Student is asked to pick their college and department. In addition, the student will have to choose their subscription rate and enter further personal details before continuing.

**An Example Only**

Choose the college, department, major you are currently enrolled in.

Group will always be Student

Choose your subscription preference. Remember to keep in mind your future course requirements.
Continuing filling in all information.

F-number can be found in the upper right hand of Felix.

Use only your FSU email account.

Role will always be Student.

Add the productivity pack. This will give you access to the Lesson Plan Template required for use in the School of Education.

Click the I Accept the end-user agreement and click Continue.
7) This is the standard confirmation page.

8) This is the standard Confirm Subscription Period page.
9) This is the standard Billing Information page. Complete using credit card for purchase of account.

10) This is the final page to place the order. After clicking the “Place Order” button, the system will create the new TaskStream user account for the student.
11) The user will see this page that says their registration is complete. At this point Single Sign On registration process is complete. Close out the TaskStream window and click the Connect to TaskStream link again (from your Blackboard). When the user clicks from Blackboard they will be redirected to their TaskStream account.

**DO NOT CLICK**

We are using Single Sign On
Print Confirmation Number for your records.
Close out of TaskStream using the X in the upper right corner.
Click the Connect to TaskStream Link in your Blackboard to go directly to your newly created account.

Close out of TaskStream upon completing registration.