

### **Contacting TaskStream:**

Hours: Monday –Friday 8:00am – 7:00pm (Eastern Time)  
Phone: 1-800-311-5656  
Email: help@taskstream.com

### **Purchasing a TaskStream Account:**

- Go to the TaskStream site: [www.taskstream.com](http://www.taskstream.com)
- On the left hand side of the screen click on “subscribe/renew”.  
Note: If you want to check subscriptions rates through TaskStream, you are the “Students: Higher Education” set. TaskStream accounts may be purchased from the YSU Bookstore; however, the rates may vary.

#### Step 1: Click on “Create a New TaskStream Subscription”.

- Select a subscription option.  
Option 1: use if you are purchasing your account with a credit card.  
Option 2: use if you have purchased a subscription from the YSU Bookstore – make sure to enter your key code correctly
- “Category that best describes you”  
“I am participating in a COLLEGE/UNIVERSITY program that requires TaskStream (student, faculty, etc.)”.
- Complete College/University Information

#### Step 2: Personal Information (long screen)

- “Organizational Information” - choose your group, “students”
- “Subscription Information” select the subscription you want (i.e. 1 semester, 1 year, etc.)
- “General Information (required by TaskStream)”  
This information will be used to sign-in to TaskStream, if you forget your password, and for TaskStream to contact you.
- “Select Tool Packs” click yes to add the Teaching Productivity Tool Pack
- “Other Information (required by your organization)” complete section, make sure to list your Banner ID (Y00...), and accept the end user agreement.

#### Step 3: Subscription Shopping Cart (optional):

- You may purchase additional storage space for your TaskStream account. TaskStream automatically gives you 100 MB of storages space. At any time you may purchase additional storage space. You may purchase either 50 MB or 100MB of additional storage.

#### Step 4: Billing Information:

- Once all this information has been entered, review the information for accuracy.
- Once you have ensured all information is correct click “continue”.

#### Step 5: Account Confirmation:

- The last step will confirm your account. You are now able to log into TaskStream.