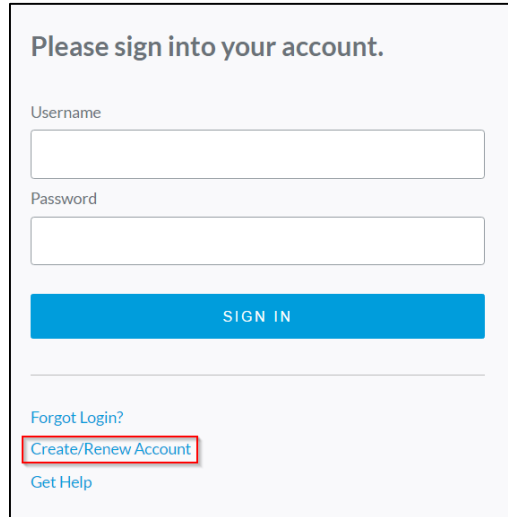# Quick Start Guide
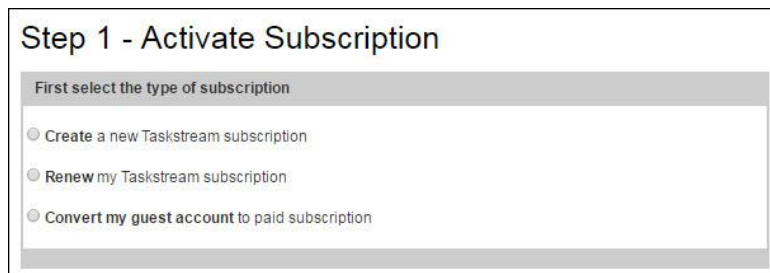# Using your Taskstream Key Code - Students

You have been selected to receive a Taskstream account. The key code that has been issued to you is intended for your use only. Follow the directions below to create/renew your account on Taskstream.

1. Go to https://login.taskstream.com/signon/

2. On the Taskstream home page click the **Create / Renew Account** link located on the left side of the page.

> ### Please sign into your account.
>
> Username
>
> [   ]
>
> Password
>
> [   ]
>
> **SIGN IN**
>
> Forgot Login?
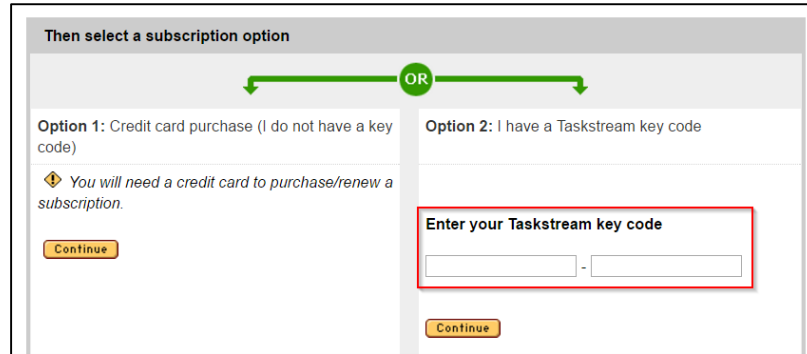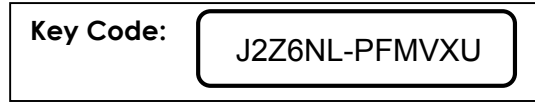> Create/Renew Account
> Get Help

You should now see the Activate Subscription page.

3. Select the appropriate subscription option:

   - **Create** a new Taskstream subscription should be selected if you are creating a new account.
   - **Renew** my Taskstream subscription if you would like to extend a previously created Taskstream account.

> ### Step 1 - Activate Subscription
>
> First select the type of subscription
>
> ○ Create a new Taskstream subscription
>
> ○ Renew my Taskstream subscription
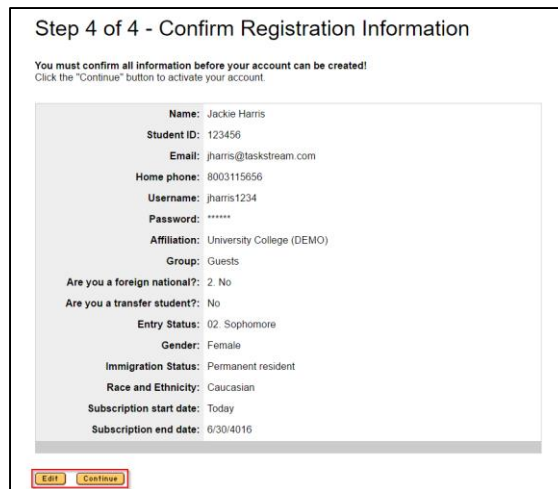>
> ○ Convert my guest account to paid subscription

*Note: **Convert** my guest account to paid subscription option is usually reserved for organization leads if you would like to convert your previously existing guest account.*

4. Enter the key code specified below in the appropriate fields under Option 2 and then click **Continue** to proceed.

Key Code: J2Z6NL-PFMVXU

5. Complete Steps 2 and 3. During step 3, make sure to note the username and password that you have chosen. This will be the username and password you will use to access Taskstream.

6. Confirm your registration information in Step 4. If you need to edit any of the information you have entered click the **Edit** button. Otherwise click **Continue** to complete your registration.

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.

taskstream | Tk20

T 1.800.311.5656   **e** help@taskstream.com