Instructions for Taskstream Access

Arkansas State University
Office of Assessment
Step 1

- Log into your MyCampus account
Step 2

- Click the “Employee” folder (also in the “Faculty” folder)
Step 3

- Locate and click the Taskstream Icon
Step 4

- You will be directed to the Taskstream website and you will complete the following information:

Welcome to Taskstream, Mary Jane Bradley!

**Directions:** To begin using Taskstream and to facilitate future communication, please submit the following required information. All information is confidential and will not be shared with third parties outside of the program.

**Account Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>E-mail address</td>
<td></td>
</tr>
<tr>
<td>Re-enter e-mail address</td>
<td></td>
</tr>
<tr>
<td>Home/Cell phone</td>
<td></td>
</tr>
<tr>
<td>Alternate phone</td>
<td>Optional</td>
</tr>
</tbody>
</table>

**Personalize your password**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>New password</td>
<td>(At least 6 characters and one number)</td>
</tr>
<tr>
<td>Re-enter new password</td>
<td></td>
</tr>
<tr>
<td>Password hint</td>
<td>&lt;image001.png&gt;</td>
</tr>
</tbody>
</table>
Step 5

- Click on the workspace link to input data
**Step 6**

- This is the initial screen you will see

**BS Accounting** (Workspace: Academic Assessment Workspace)

**Edit Content:**

A number of options are available in this workspace:

- To view, add or edit content, select the item from the panel on your left, and then click “Check Out”
- To initiate discussion topics or add comments about the content added to these requirements, click the Discussion tab
- Once work is completed, submit items to your designated reviewer via the Submission and Review tab (if this tab does not appear, then review is not required for this Workspace).
- You can also use the 'Share' feature located at the top of each requirement content page to make items visible to others at any time

For more information on any of these options simply click the Help icon at the top of the AMS site.
Contact Information

- Please contact the Office of Assessment if you have problems.
- Extension 2989
- sdeprow@astate.edu