HOW TO CREATE A TASKSTREAM ACCOUNT AND ENROLL IN A PORTFOLIO

1. Log on to www.watermarkinsights.com. Click on Sign Up / Login

2. Choose the Taskstream option

3. Select Create/Renew Account

4. Select whether or not you are creating a new account (First Time Subscriber), renewing an account, or converting a guest account. Then enter the key code specified below in the appropriate fields and click the Continue button
5. Complete steps 2 and 3. Make sure to note the **username and password** that you have chosen.

6. From the Categories menu, select **Teacher Ed/Other Professional Educator**. From the Program menu, select **Teacher Education/Other Professional Educator**. From the Group menu, select **Student**. From the College menu, select the appropriate college for your degree. From the Degree menu, select **Undergraduate/MAT or Graduate**. Click on **Continue**.
7. Complete the General Information section. Be sure to use your ECU email address. Be sure to record your choices and keep them somewhere that you can access them when needed.
8. Complete the Other Information section. Once you have completed the Other Information section, click on the box to accept the end-user agreement. Click on Continue.

9. Review your registration information. Click on Edit if you need to change anything. If the information is correct, click on Continue.
10. Click on **Go to home page and log in now.**

**Registration Complete**

Thank you for registering with Taskstream 'Advancing Educational Excellence'.

We hope that you enjoy using the site.

- [Go to home page to log in now](#)

If you require further assistance or have questions, contact Taskstream:

- **Phone:** 1-800-311-5656
- **Email:** help@taskstream.com
Enrolling in a portfolio. You will need to know your enrollment code in order to enroll into a portfolio. Enrollment codes are located at http://goo.gl/kgzinb.

1. Enter your username and password. Click on Sign In.

2. Click on Enter Code.

3. Find the enrollment code for your program here;

http://www.ecu.edu/cs-educ/TaskStream/Student-Resources.cfm

4. Enter the enrollment code for your program area. Click on Search.
5. The name of your program should be listed. If so, click on **Enroll**.

Now you are ready to work on your portfolio.