Activate Your Subscription
Welcome to TaskStream!

To begin your subscription activation,

1. Point your web browser to the following URL: [http://www.taskstream.com](http://www.taskstream.com). You should now see TaskStream’s Home Page.
2. Below the login area, click the Subscribe/Renew Today link.
3. Select the option that applies to you. First time subscribers should select the **Create a new TaskStream subscription** option.
   a. If you are purchasing by credit card, use **Option 1**.
   b. If you have been issued a Key Code, use **Option 2**.

**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

Then select a subscription option

<table>
<thead>
<tr>
<th>Option 1: Credit card purchase (I do not have a key code)</th>
<th>Option 2: I have a TaskStream key code</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] You will need a credit card to purchase/renew a subscription.</td>
<td>Enter your TaskStream key code</td>
</tr>
<tr>
<td>[ ] Continue</td>
<td>[ ] Continue</td>
</tr>
<tr>
<td>[ ] Continue</td>
<td>A key code activates an account that is associated with a unique organization, program, or textbook.</td>
</tr>
</tbody>
</table>

4. On the resulting forms, follow the directions to complete the subscription purchase or activation process.

---

**Please ensure that a valid email address has been entered so that TaskStream can send your TaskStream username and password to you. All email addresses are confidential and will not be made available to third parties.**

**We suggest that you add the taskstream-subscriptions@taskstream.com, help@taskstream.com, and notification@taskstream.com email addresses to your email application’s address book to help ensure that emails from TaskStream will be delivered and will not be blocked by any spam software/settings that you may have enabled on your computer. For help at CSU, contact Heather Gallacher at 216 687 3743 or email at h.gallacher@csuohio.edu**