Create your TaskStream account:

**STEP 1:** Go to: [www.taskstream.com](http://www.taskstream.com). On the top right side of the screen, click: **Create or Renew Account** link.

You will now see the Activate Subscription page.

**STEP 2:** Select: **Create a new TaskStream subscription**.
Then enter the key code below in the appropriate fields and click **Continue**.

**Key Code:** 4LRSTK-WZXPFW
This key code will set up your account as an Outside Evaluator (field instructor) in TaskStream.

NEXT STEPS

• It can take up to 48 hours before you can see your student to process your enrollment.
• The student must submit his/her hours log to you.

When you have completed these steps, please contact Karen Bolinger at kbolinge@slu.edu.

For more information, contact:
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