



Self Enrolling into a TaskStream Program


Northern Arizona University College of Education


Students who are required to use TaskStream at will need to self-enroll into at least one TaskStream program in order to access the portfolio which corresponds to their major. In order to self-enroll into a TaskStream program, you should already have purchased your TaskStream subscription. To self-enroll into a TaskStream program, follow these steps:


-  Go to the Student Resources section of NAU's Portfolio Project website and retrieve the six-digit self enrollment code(s) which corresponds to your major:

<http://portfolio.coe.nau.edu> → Student Resources → TaskStream Program Self-Enrollment Codes

-  Login to your TaskStream account at www.taskstream.com and then click on **My Programs**.

-  When the My Programs Home screen appears, click the **Self-Enrollment Options** link to access the Self-Enrollment area.

-  In the Self-Enrollment area, enter the six-digit program code that you retrieved in step one and then click the **Search** button. The program that matches the program code you have entered is displayed.

-  Click the **Enroll** button to confirm that you wish to be enrolled into this program. You will also see a list of the other programs in which you have self-enrolled.

To begin working on your program portfolio, click on the **Work on DRF** link. More information about working on your program portfolio, and submitting work for evaluation, is available in the Student Resources section of NAU's Portfolio Project website (<http://portfolio.coe.nau.edu>). You can also find downloadable guides and FAQ's in the "Help" section of TaskStream's website (www.taskstream.com).