



Taskstream: Renewing a Student Account

Open Taskstream: <https://login.taskstream.com/signon/>

Click **Create/ Renew Account** under the **Sign In** button.

STEP 1: Choose Renew my Taskstream subscription and click the Continue button under Option 1 to pay with a credit card.

Step 1 - Activate Subscription

Enter the login information for your Taskstream account.

Step 2: Choose whether you are a college/university student, a K-12 teacher, or other type of subscriber

STUDENTS: If you are a college student, you will need to choose the state where your college is located, institution type, the name of your school, and click Continue. Review your entry and click Proceed with Renewal. (SELECT: CLEVELAND STATE UNIVERSITY)

Step 3: You will need to choose the desired length of subscription, indicate if you wish to enable the Teaching Productivity Toolpack, and agree to the End-User Agreement. Click Continue.

Step 4: Confirm your Registration Information by clicking Continue.

Step 5: Confirm your Subscription Period and click Proceed to Checkout.

Step 6: Enter your name, your credit card information, and your billing address and click Continue.

Step 7: Finally, click Place Order to finalize your subscription.

For help: Contact the Taskstream Helpdesk at 800-311-5656