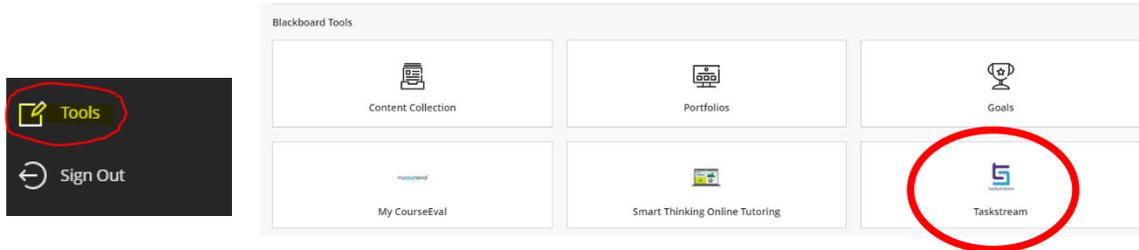


### Create or Renew Taskstream Account

1. Go to CentralPipeline and choose Blackboard Learn. Log in with your CCSU email address and password. If you cannot get into Blackboard, contact the CCSU IT Help Desk at 860-832-1720 or [techsupport@ccsu.edu](mailto:techsupport@ccsu.edu).
2. In Blackboard Learn, click on the “Tools” link on the left side menu and then choose Taskstream.



3. If you do not have an active Taskstream subscription yet, you will see the following. Click Continue.

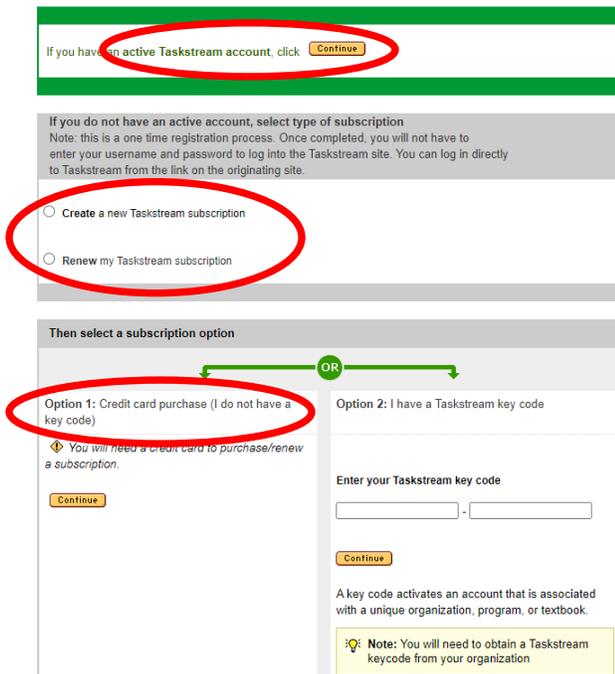


### Subscription not found

Do you wish to create an account or link to an existing account at this time?



4. If you have an active Taskstream account – click Continue at the top of the Step 1 page. Choose “Create a new Taskstream subscription” or “Renew my Taskstream subscription” – depending on your situation. You would need to Renew if your subscription expired. For new and renew, a credit card is required. Choose Option 1: Credit card purchase.



- Follow the steps, entering the information when asked. You will need to enter School/Organization information, personal information, subscription information, and other General Information. You are given the option to enable the “Teaching Productivity Toolpack”. This is recommended. Read the End-user agreement and accept the terms. Click Continue to confirm registration and subscription period.

**Organizational Information**

School:

Program:

Group:

**Subscription Information**

Subscription:  1 yr. account (\$50) -- Today to 8/31/2022  
 Rate:  7 yr. account (\$139) -- Today to 8/31/2028

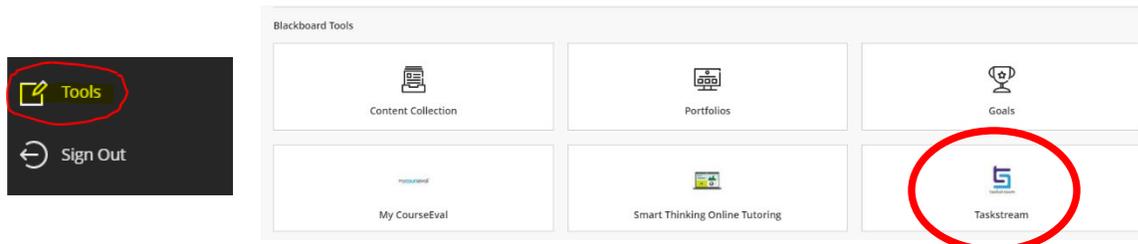
\*2017 rates effective as of March 1, 2017

**General Information (required by Taskstream)**

- Proceed to Checkout and enter your credit card information.
- Click “Place Order” to finalize your subscription.

### Submitting Assignments on Taskstream

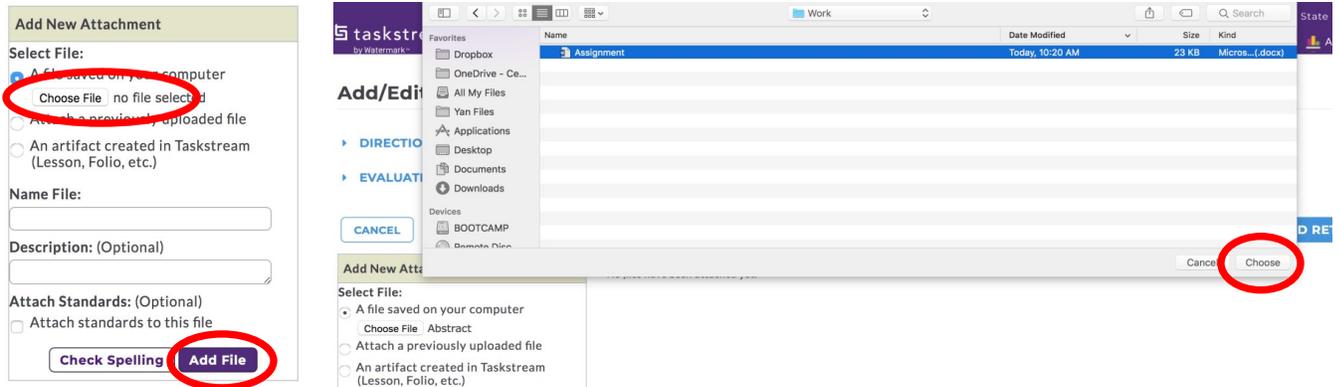
- Log into Blackboard Learn with your email address and password. If you cannot get into Blackboard, contact the CCSU IT Help Desk at 860-832-1720 or [techsupport@ccsu.edu](mailto:techsupport@ccsu.edu).
- In Blackboard Learn, click on the “Tools” link on the left side menu and then choose Taskstream.



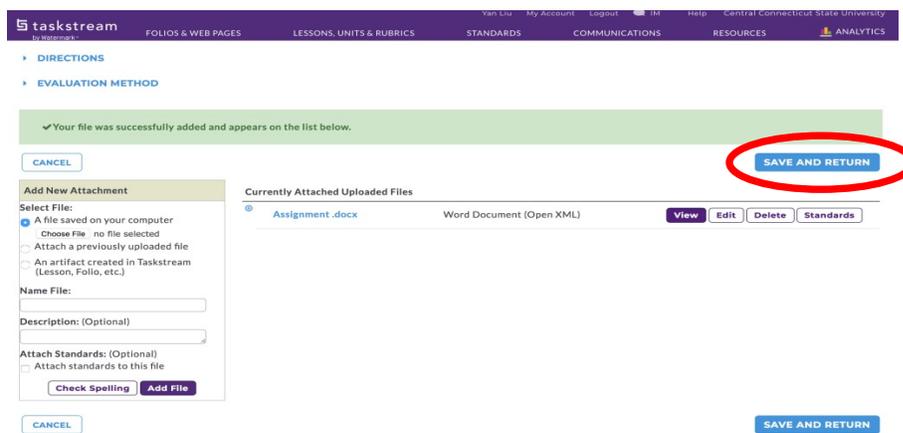
- Login with your account information. This was set up when you created your account.
- You will see the program(s) you are enrolled in. Most students only have one program.
- Click on the program you are enrolled in. This will take you to the page for your course(s). Click on your course name and the required submission in the left-hand structure tree. The workspace for that requirement opens in the right-hand frame.
- Click any of the buttons in the “Add” toolbar at the top of the page. You can enter text, add standards, attach files (most common), videos, images, or web links. You might see only certain options, depending on how the course was set up in Taskstream. For some courses, you might only see Attachments.



- To upload a file, click on Attachments.
- In the Add New Attachment window, click Choose File. Search for your file and click Choose. Once selected, click Add File.



- After clicking Add File, you will be taken back to the Attachments window, click Save and Return.



- This last step is very important. You need to click Submit Work.

