



# SCHOOL OF EDUCATION & PROFESSIONAL STUDIES ADVISING CENTER



## Taskstream---A Basic Start Guide!

CONGRATULATIONS, It's Time to Apply to the Professional Program!

All students applying to the professional program must apply using an **online application platform**, which, is called **Taskstream**.

### FOLLOW THESE BASIC STEPS TO GET YOUR APPLICATION STARTED:

**STEP 1.** You will need to purchase your Taskstream Account Subscription. Students can purchase their Taskstream account directly through their **Blackboard Learn Account**. Once purchased, you will access/login into your Taskstream account via Blackboard Learn.

You can log into Blackboard Learn here: <https://www.ccsu.edu/pipeline/>

**STEP 2.** Once you log into Blackboard, scroll all the way down and in the lower, left hand column, select **"TOOLS"** and then click **"Taskstream."**

**STEP 3.** You will need to enter the DRF (i.e., self-enrollment code). You can find the DRF Code at the bottom of this form. **Select the one that aligns with your major!**

- You will enter the DRF code specific to you and your program and from there, you can click **"ENROLL"**
- Next, you can click the option, **"START WORKING ON YOUR NEW PROGRAM"**
- From there, all required materials will populate on the extreme left-hand side of your screen and you can simply work your way down the list and complete each section.

All application materials must be submitted by midnight on September 10<sup>th</sup> OR midnight on February 10<sup>th</sup> *(Contingent upon the application cycle you are applying to UNLESS otherwise noted by our Dean's Office and/or Advising Center!)*

**To Access the professional program application in Taskstream, use the appropriate self-enrollment code:**

Biology, Chemistry, Geological Science, Physics (7-12)	APPSCI
English (7-12)	APPENG
History (7-12)	APPHIST
Math (7-12)	APPMATH
World Languages (7-12)	APPLANG
Elementary Education (ALL subject matters, 1-6)	APPELED