

# TaskStream Registration - Artifact Upload & Attachment Instructions for CHD

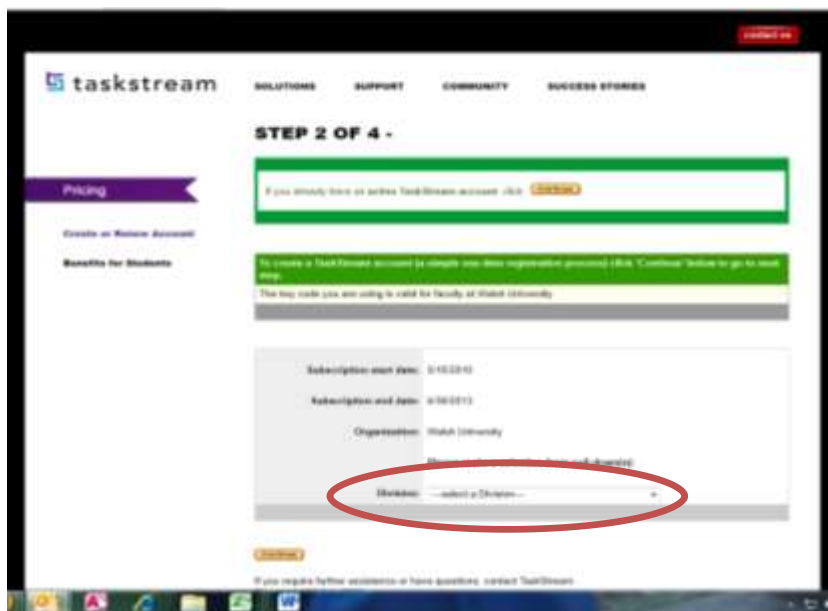
---

If you don't already have an account in TaskStream, start with Section 1, otherwise check the other sections to see which applies to your situation.

**Note:** TaskStream and ECN are not integrated. Documents/Artifacts must be uploaded into each system separately.

## Section 1: Never Registered in TaskStream

1. Log into TaskStream through your MyWalsh account -> MyEducation Tab and click TaskStream icon in the lower right hand corner of screen.
  - a. If you've never registered in TaskStream the following screen should appear. If it does not and asks for a credit card select the **"I have a code"** and enter **B5L8XU PZD3VZ** (If neither of these screens display, skip to the next section). Scroll down until you see Division dropdown.



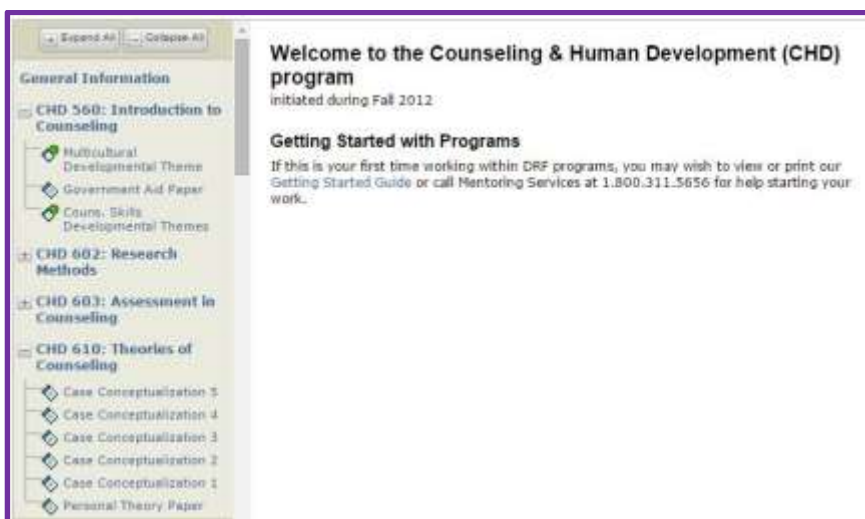
2. Select your Division. If your Division is not displayed, please select **Masters in Counseling and Human Development**
3. A TaskStream Registration form should appear with some empty fields and your user name filled out with your Walsh User ID. Fill in the empty fields.
  - a. your password must contain a number
4. Select **continue**
5. If you don't see your program click on **ENTER CODE**
6. The Code for Counseling & Human Development: **CHD**
7. Continue following the prompts to log into the system
8. Follow Steps 2-7 in Section 4 below labeled **"How to Attach an Artifact"**

## Section 2: You may have registered in TaskStream, but never enrolled in a program or you need to enroll in the Counseling & Human Development

1. Log into TaskStream through your MyWalsh account -> MyEducation Tab and click TaskStream icon in the lower right hand corner of screen. The screen below or something similar will appear.



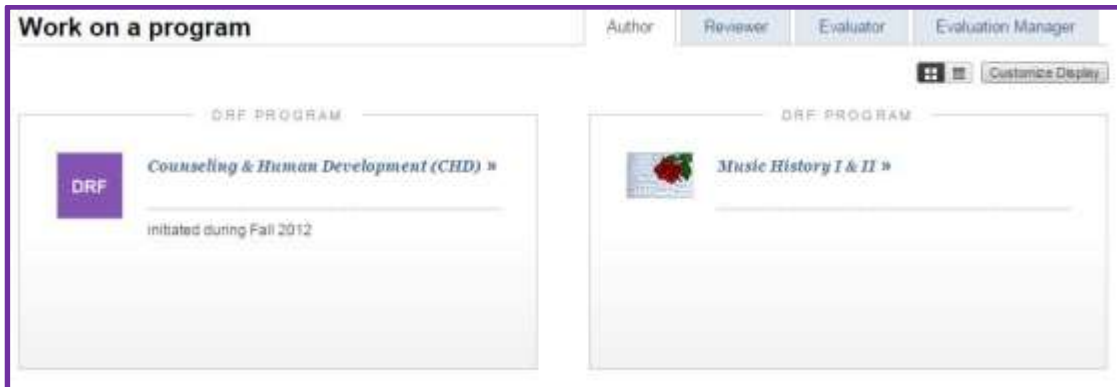
2. Click on the yellow **ENTER CODE** button and enter **CHD**. Follow the next few prompts and you should now be in a screen that looks similar to the one below:



3. Locate your course. If it is not expanded, click on the "+" sign. Click on the requirement you are submitting your artifact to.
4. Follow Steps 4-7 in Section 4 labeled "How to Attach an Artifact"

## Section 3: You may have registered in TaskStream, and are enrolled in a program

1. Log into TaskStream through your MyWalsh account -> MyEducation Tab and click TaskStream icon in the lower right hand corner of screen. The screen below will appear.



2. Click on **Counseling & Human Development** link.
3. Locate your course. If it is not expanded, click on the "+" sign. Click on the requirement you are submitting your artifact to.
4. Follow Steps 4-7 in Section 4 labeled "**How to Attach an Artifact**"

#### Section 4: How to Attach an Artifact:

1. Log into TaskStream through your MyWalsh account -> MyEducation Tab and click TaskStream
2. Click on the link for **Counseling & Human Development**
3. Locate your course. If it is not expanded, click on the "+" sign. Click on the requirement you are submitting your artifact to. After you've located your course, click on it.
4. Click on the **ATTACHMENT** button at the bottom of the screen to upload your document/artifact.
5. Click "Save & Return".
6. **Click the "SUBMIT WORK" button near the top right. *Do not forget to do this step! Also make sure you receive confirmation of the submission. Please print this confirmation page and keep it in case your instructor requires you to turn it in.***
7. **Repeat steps 3-6 for the next requirement.**