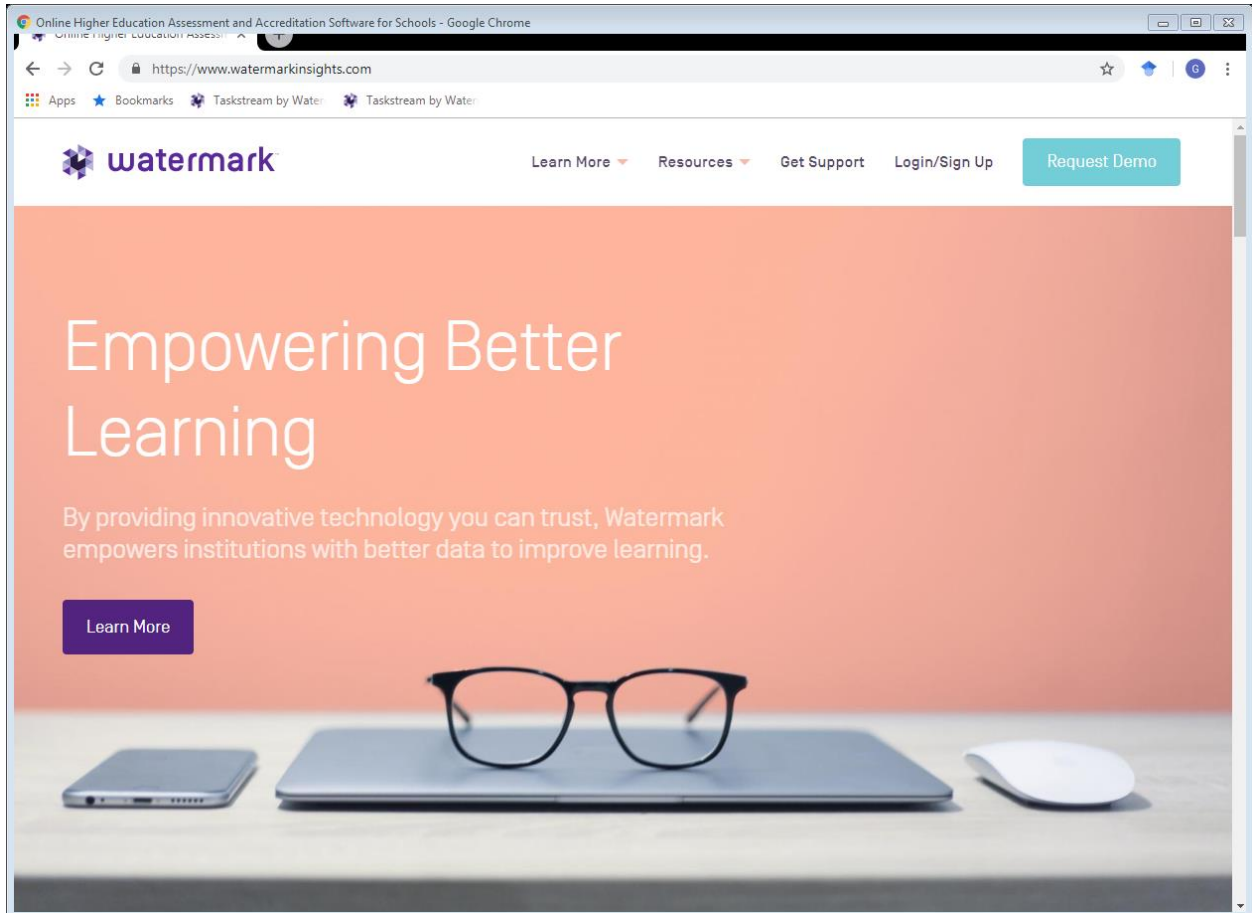
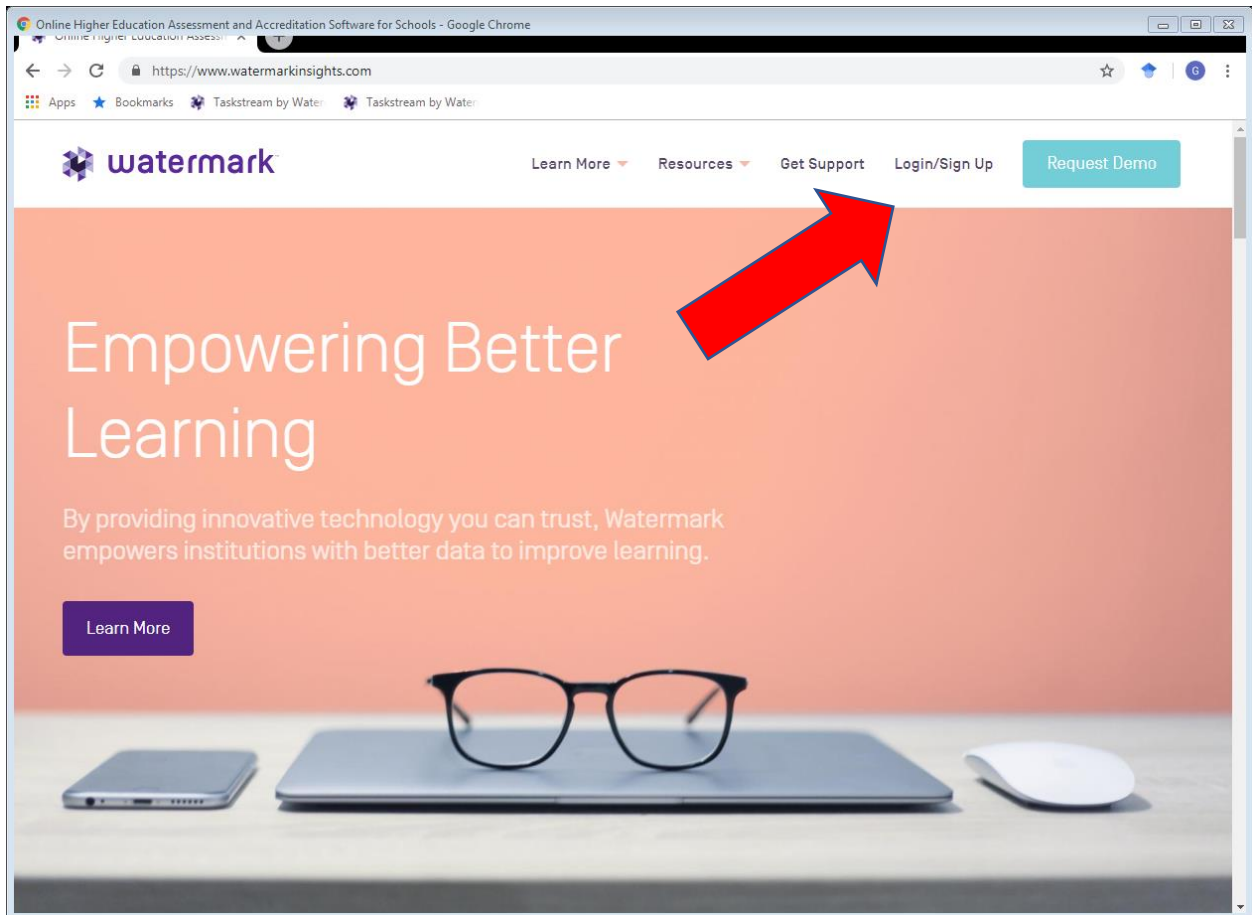


## Taskstream Training: Logging In

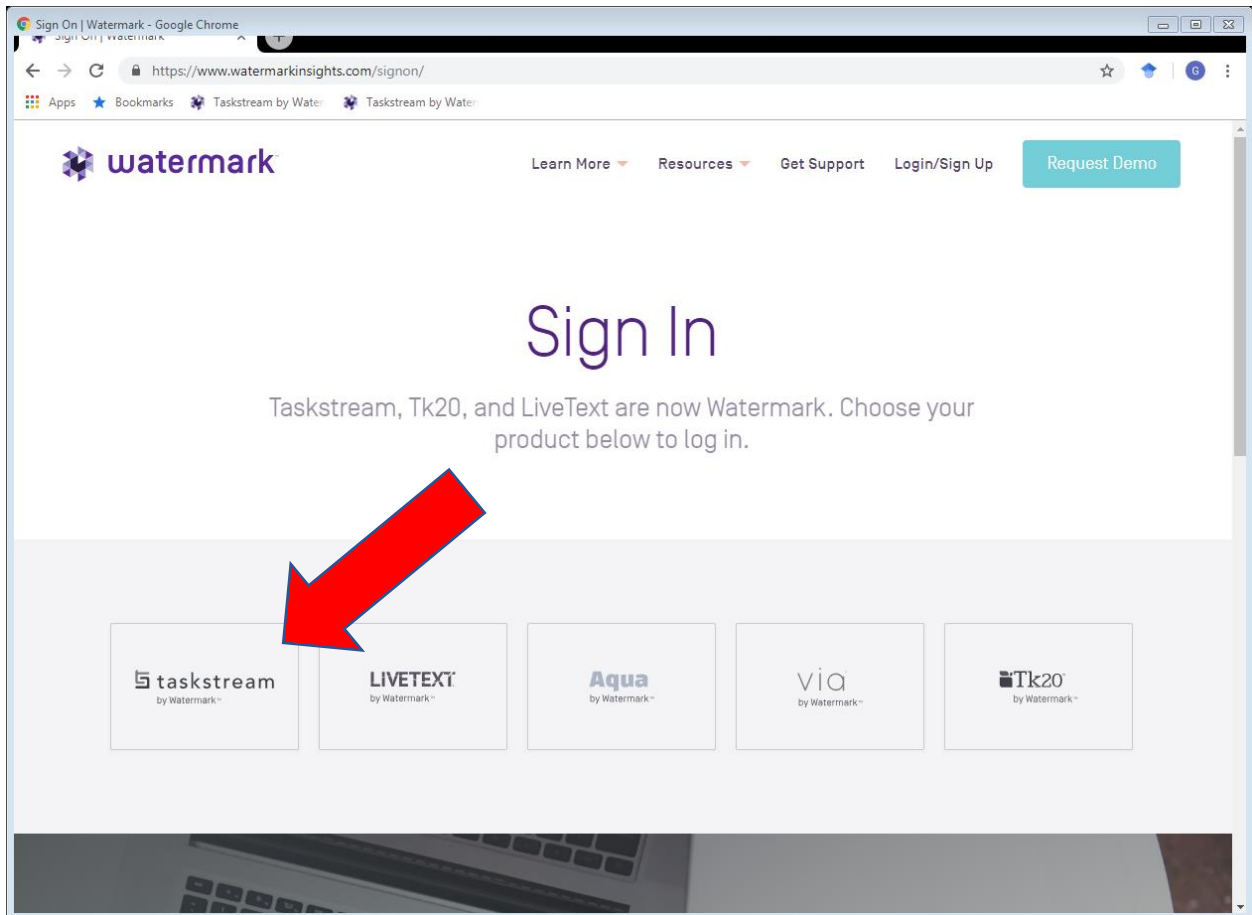
1. Go to [www.Taskstream.com](https://www.Taskstream.com)



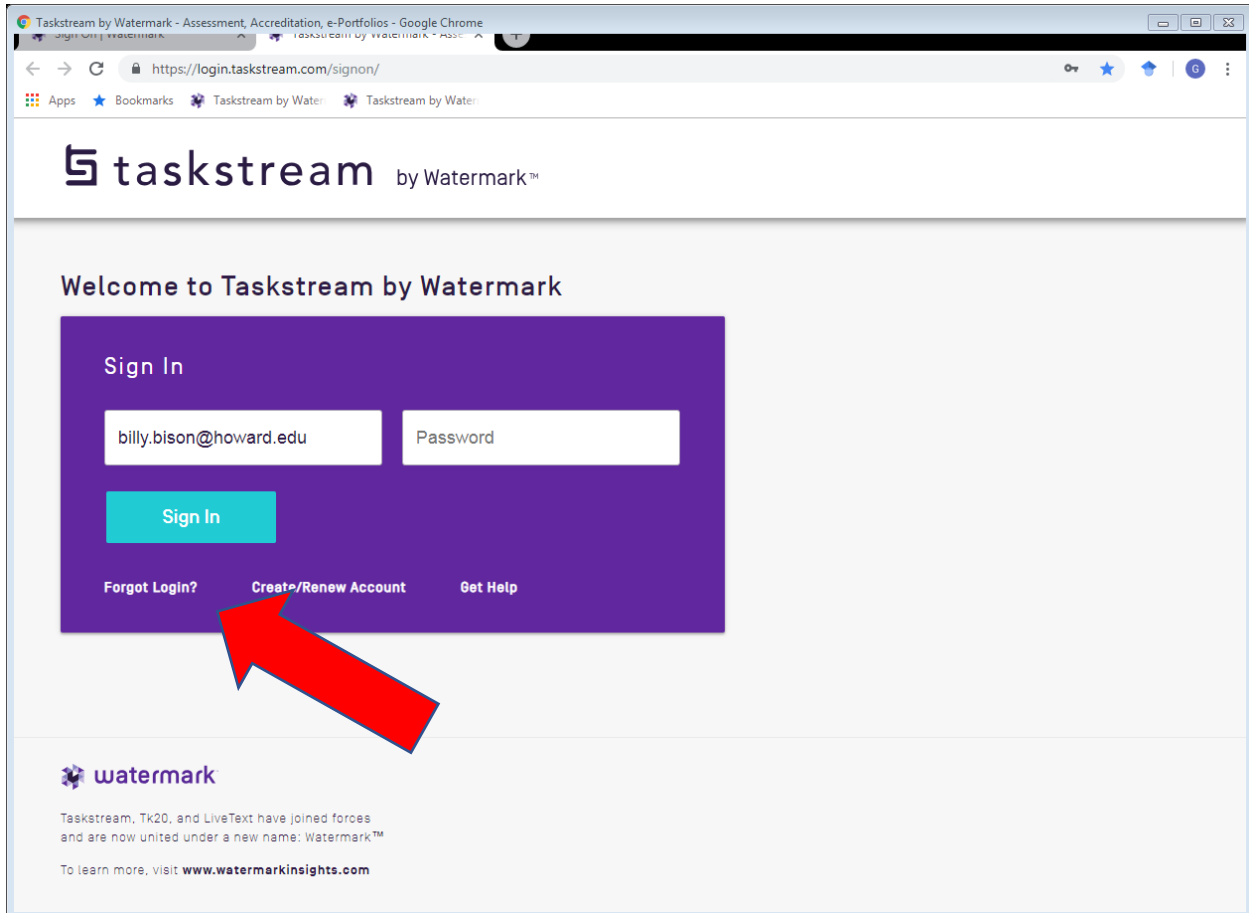
2. Select the Login/Sign Up button



### 3. Select the Taskstream icon

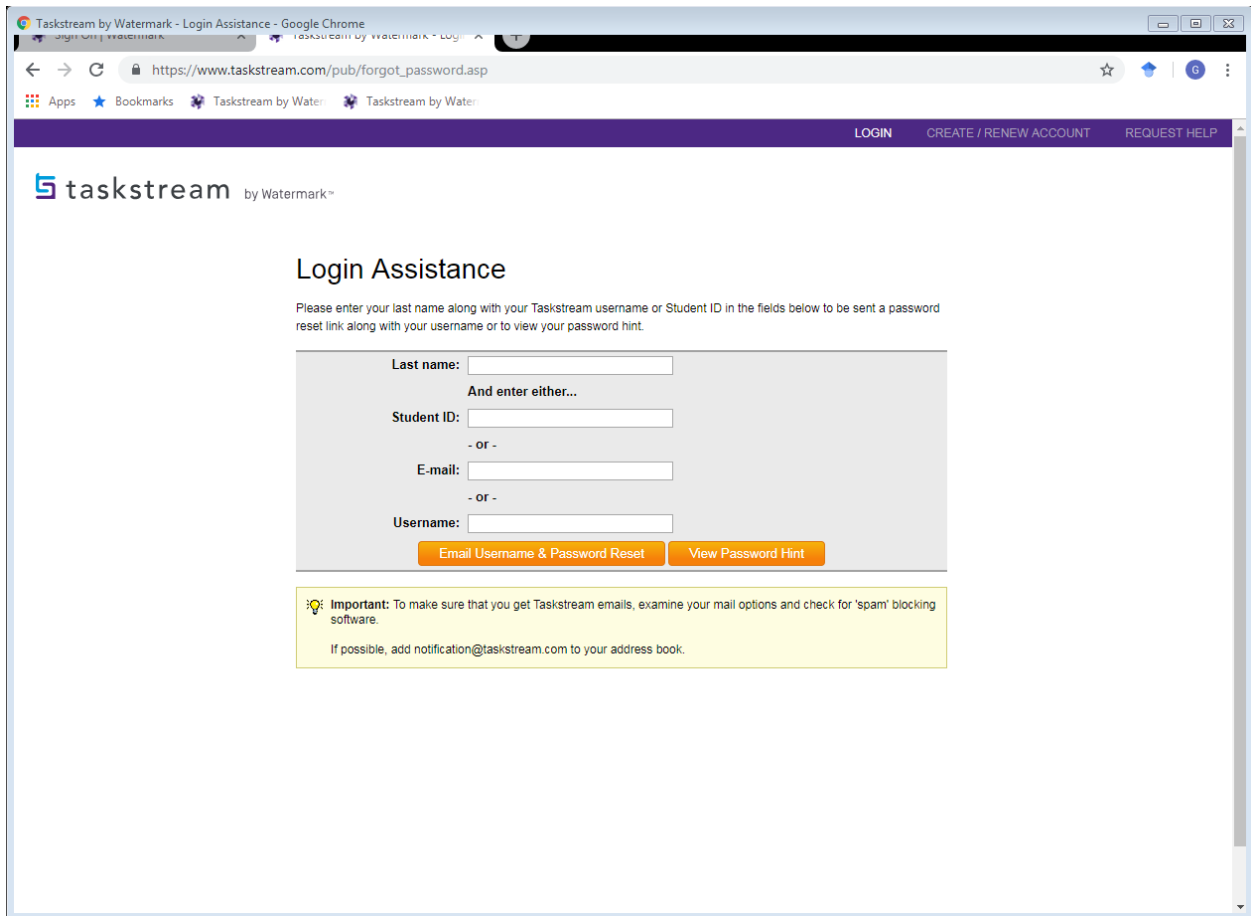


4. If you have logged in before, enter your Howard University email and password. If you have not logged in or you have forgotten your password, click on the “Forgot Login?” link.



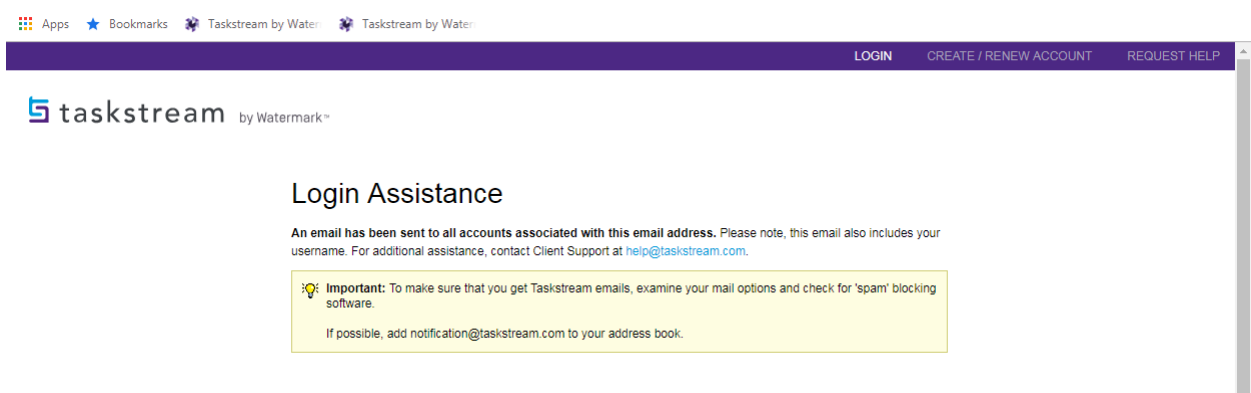
If you are logging in for the first time, it may put you into the system automatically by reading your saved email (if Outlook is up). If this happens, simply log out and continue the instructions.

5. After selecting Forgot Login?, you will be asked to enter your Last name and your Howard University email.



The screenshot shows a web browser window with the URL [https://www.taskstream.com/pub/forgot\\_password.asp](https://www.taskstream.com/pub/forgot_password.asp). The page header includes navigation links: LOGIN, CREATE / RENEW ACCOUNT, and REQUEST HELP. The main content area features the Taskstream logo and the heading "Login Assistance". Below the heading, a message reads: "Please enter your last name along with your Taskstream username or Student ID in the fields below to be sent a password reset link along with your username or to view your password hint." The form contains the following fields: "Last name:" (text input), "And enter either..." (text label), "Student ID:" (text input), "- or -" (text label), "E-mail:" (text input), "- or -" (text label), and "Username:" (text input). At the bottom of the form are two buttons: "Email Username & Password Reset" and "View Password Hint". Below the form is a yellow warning box with an exclamation mark icon, containing the text: "Important: To make sure that you get Taskstream emails, examine your mail options and check for 'spam' blocking software. If possible, add notification@taskstream.com to your address book."

This will automatically send an email to your Howard University email, and you will see the following:



The screenshot shows the same Taskstream Login Assistance page, but the form fields are no longer visible. The message below the heading now reads: "An email has been sent to all accounts associated with this email address. Please note, this email also includes your username. For additional assistance, contact Client Support at [help@taskstream.com](mailto:help@taskstream.com)." The yellow warning box remains at the bottom of the page, containing the same text as in the previous screenshot.

6. Select the “reset your password” link in the Taskstream email.

Reply Reply All Forward



notification@taskstream.com

Taskstream by Watermark Password Assistance

11:5

We received a request to reset the password associated with this email address. Please follow the instructions below:

Your username is: [redacted]@Howard.edu

Click the link below to reset your password using our secure server:

[https://www.taskstream.com/pub/reset\\_password.asp?r=anzefpzifqcoh8](https://www.taskstream.com/pub/reset_password.asp?r=anzefpzifqcoh8)



If clicking the link above doesn't work, please copy and paste the URL in a new browser window instead.

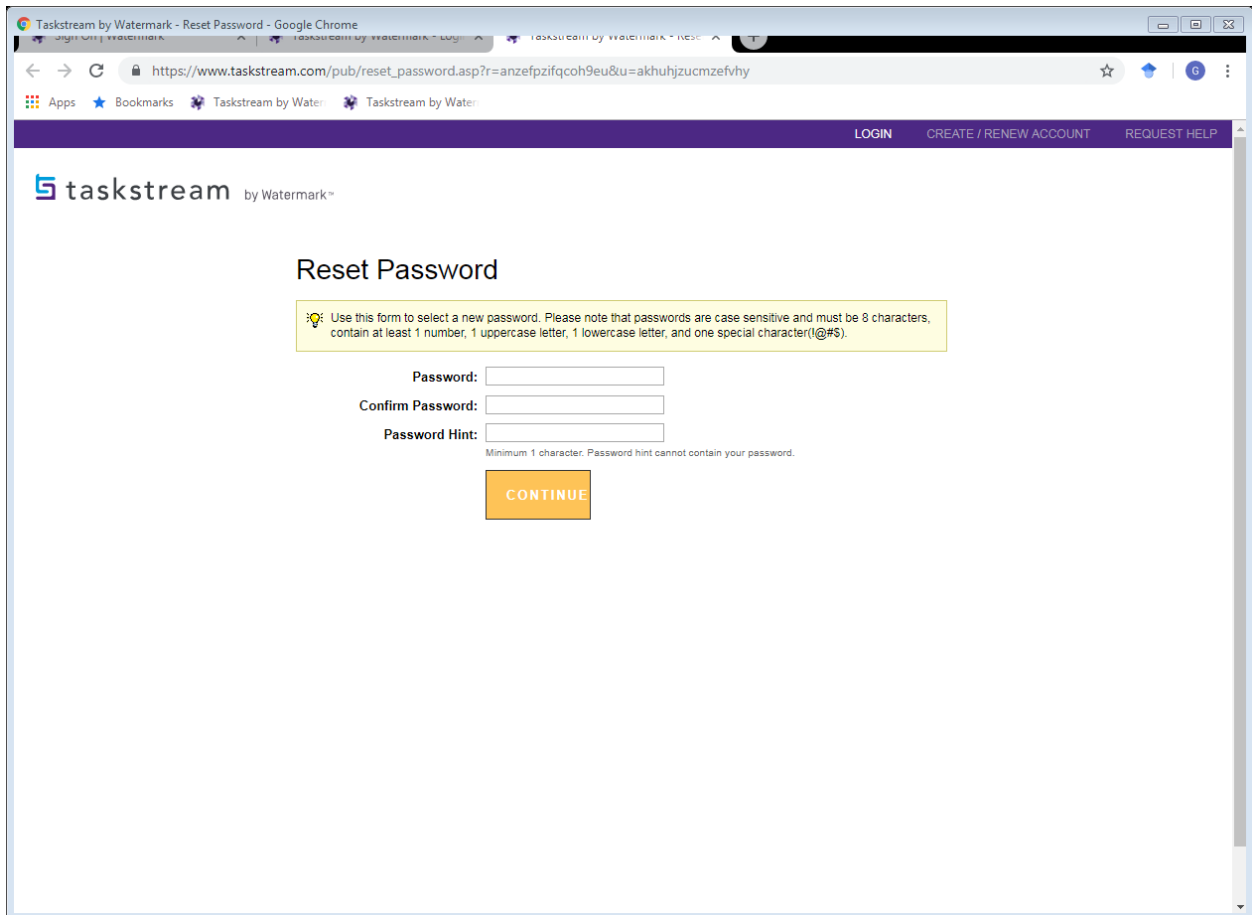
For additional assistance, please contact us at [support@watermarkinsights.com](mailto:support@watermarkinsights.com) or at 800-311-5656 and press 1, then 1 again, for login support.

\*\*\*This is an automated email, please do not reply\*\*\*

Thank you,  
The Watermark Support Team  
[support@watermarkinsights.com](mailto:support@watermarkinsights.com)  
800-311-5656

Taskstream, Tk20, and LiveText joined forces in 2017 and are now united under a new name: Watermark. Our mission is to put better data into the hands of administrators, educators, and learners everywhere in order to empower them to make meaningful improvements.

7. Complete the form with your new password. Remember to record it somewhere secure.



Taskstream by Watermark - Reset Password - Google Chrome

https://www.taskstream.com/pub/reset\_password.asp?r=anzefpzifqcoh9eu&u=akuhjzucmfzefvhy

taskstream by Watermark

LOGIN CREATE / RENEW ACCOUNT REQUEST HELP

## Reset Password

Use this form to select a new password. Please note that passwords are case sensitive and must be 8 characters, contain at least 1 number, 1 uppercase letter, 1 lowercase letter, and one special character(!@#\$.

Password:

Confirm Password:

Password Hint:

Minimum 1 character. Password hint cannot contain your password.

CONTINUE

If instead of this screen, you see that you are logged into Taskstream without entering a password, go back to the email link, and click it once again.



8. After resetting your link you can log in with your new password by following steps 1-4.