QuickStart Guide: Bemidji University - Goal Set Alignment
This tutorial will walk you through accessing AMS and adding Goal Set Alignments to the Program Assessment & Improvement Plan Workspace.

1. To get started, please be sure you have your username and password.

2. Please open your internet browser and go to www.taskstream.com

3. Enter your username and password at this screen:

   ![Subscriber Login](image)

4. Once you login, you will be asked to sign the TaskStream End User License Agreement.

5. After you accept the terms, you will be required to input a few pieces of information about yourself and your role at Bemidji State University.

   ![Account Information](image)
6. Upon successful completion of this one time form, you will be taken to your homepage. The homepage will contain one or more workspaces, which will be affiliated with different participating areas (programs, departments, etc.). Each workspace is the vessel into which you may input your assessment data.

To begin, you may access the workspace by clicking on it.
7. Once you click on the workspace title, you will see the structure. This structure has been designed by Bemidji State University and contains several different requirements related to your assessment process.

When you are ready to begin working on to the Student Learning Outcomes requirement, you may select that requirement from the workspace structure.
8. Begin by checking out the requirement.

If outcomes have already been added, you may map or align your outcomes in the Outcomes requirement as well. To do this, click the Map link next to the outcome you wish to map.

9. You can then click the Create New Mapping button.

10. To map or align your outcomes with global sets, you’ll want to select the category of the set to map to and then click the Go button.
11. Select the appropriate set and click continue.

12. Choose which Outcome set items align with your objective and then click the *Continue* button. You will now see the Outcome set items mapped or aligned with your objective. Repeat these steps for all future mappings.