## Using your workspaces in TaskStream

Go to www.taskstream.com

Enter Username: (your full email address) Enter Password: (your full email address- will need to change once you log in)

Once at the site, you will see the workspaces that are available to you. Click on the name of the workspace to access it.

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Privacy   ©TaskStream 2000-2010	Bemidji State University AMS has selected Task effective way to document, analyze, manage ar assessment and accountability initiatives at all I We look forward to providing you with intuitive and the highest level of supporting services. To TaskStream, visit our main Help page. Workspaces @	nd archive the outcomes levels of the institution. and reliable Web-based software	What's New       Image: Contact TaskStream         Need Assistance?         Contact TaskStream         Email: heip@taskstream.com         Online: Request Support         Webcasts: View Schedule         Communications         Image: Messages
	Academic Affairs » College of Arts and Sciences » B.S. in Mathematics	- Select Report -	
$\longrightarrow$	Dept. Prog. Review Form & Five Year Pla (DEMO) Template: Form Testing Workspace Access: Full (View and Edit)	Add Comments	
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To access any of the forms within a workspace, just click on the links on the left side of the screen

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Once you enter one of those workspaces, you need to "Check Out" the workspace in order to enter data.

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Once you are done editing, you need to check the document back in, in order to allow others to edit. Note that past versions are not saved, so edit carefully!

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