Self-Enrolling in your licensure portfolio DRF (Directed Response Folio) in TaskStream

READ CAREFULLY:

You MUST self-enroll in a DRF licensure portfolio program BEFORE you can add your ISL Project to TaskStream. Usually this is done in a program course before the student teaching semester; however, if you have not done so yet, follow the directions below to self-enroll.

IF YOU HAVE ALREADY CREATED THE LICENSURE PORTFOLIO DRF IN ANOTHER COURSE BEFORE THE STUDENT TEACHING SEMESTER, YOU SHOULD HAVE ACCESS TO UPLOAD THE ISL PROJECT as EE (Electronic Evidence) 5. See the Help Sheet: **Adding the ISL Project to your TaskStream Portfolio (DRF)**, available on the OFE website under "Resources," if you need additional information.

Student Teachers/Graduate Interns: IF YOU HAVE ALREADY CREATED THE LICENSURE PORTFOLIO IN ANOTHER COURSE, YOU SHOULD HAVE ACCESS TO UPLOAD THE ISL PROJECT as EE (Electronic Evidence) 5. ==If you have NOT already created the portfolio, begin here!==

Follow the directions below to enroll yourself into a TaskStream program.

Step 1: Log In
1. To begin, **go to taskstream.uncc.edu**
2. Log into TaskStream **with your Ninernet username and password**.
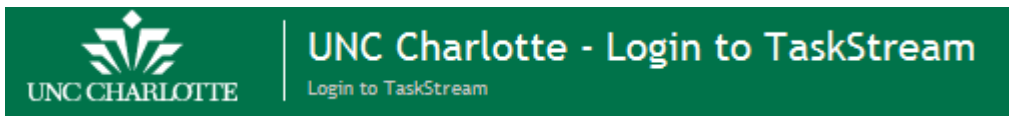
Step 2: Accept the User Agreement. Click on "I Accept Agreement"

Step 3: Enter your Account Information and Details
Make sure to use your UNC Charlotte email address and Ninernet Password.
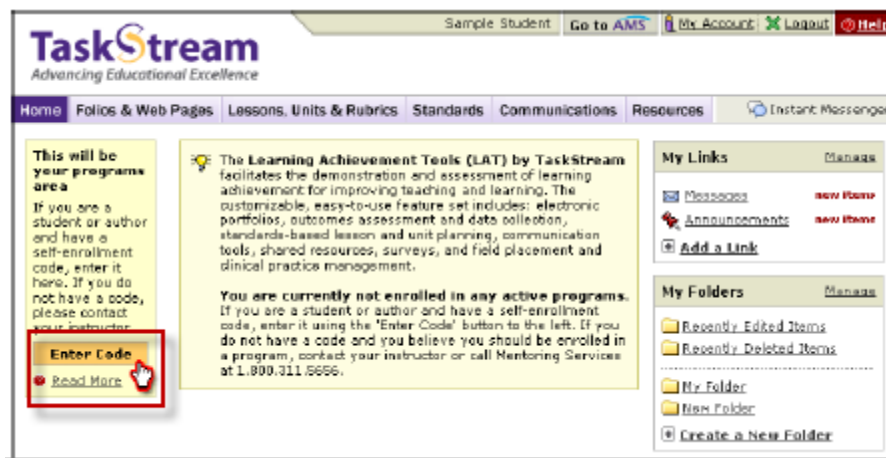
Step 4: Find the Self-Enrollment Area

From the home page, click the **Enter Code button**.

Step 5: Enter your Code.

Check the list at the end of this document to find your Program Code. Enter your specified Program Code in the appropriate field, and then click the **Search** button.

You will be able to review the licensure portfolio DRF that corresponds to the code you entered. To be enrolled in the program, click the **Enroll** button. If you do not wish to be enrolled in the program at this time, click the **Cancel – Do Not Enroll** button.
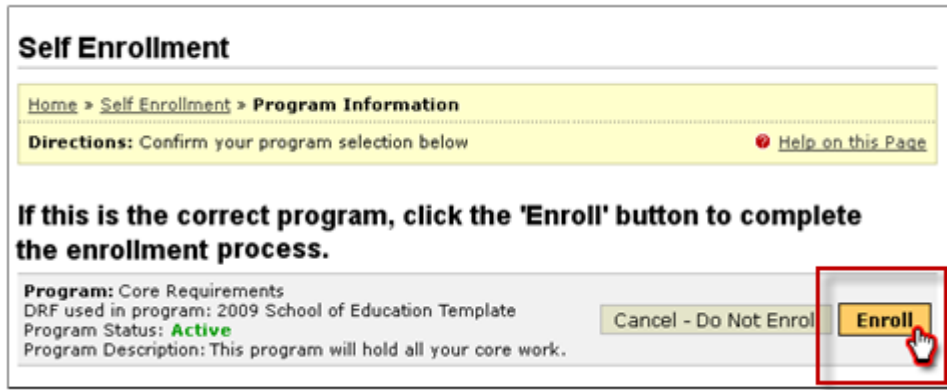
Note: If you enroll yourself into an inactive program, the program will not show up on your home page until the Program manager activates the program.

Congratulations! You have successfully self-enrolled in your program-specific DRF licensure portfolio.

To add the ISL to your portfolio (DRF), follow the directions in the Help Sheet: **Adding the ISL Project to your TaskStream Licensure Portfolio,** available on the OFE website under "Resources."

UNC CHARLOTTE COLLEGE OF EDUCATION

PROGRAM ENROLLMENT CODES

Students – TO USE ONLY THE FIRST TIME YOU CREATE A TASKSTREAM PORTFOLIO:

1. Find your program area.
2. Use the corresponding Self-Enrollment Code to create your TaskStream Portfolio, following the directions provided.

Program Area		Self Enrollment Code:
Graduate – Art	**ARTE GC**	Self Enrollment Code: ARTEGC
Undergraduate – Art	**ARTE UG**	Self Enrollment Code: ARTEUG
Graduate – B-K	**CHFD- GC**	Self Enrollment Code: CHFDGC
Undergraduate – B-K	**CHFD- UG**	Self Enrollment Code: CHFDUG
Graduate – Dance	**DANC -GC**	Self-Enrollment Code:

		DANCGC
Undergraduate – Dance	**DANC- UG**	Self-Enrollment Code: DANCUG
Graduate – Elementary K-6	**ELED GC**	Self Enrollment Code: ELEDGC
Undergraduate – Elementary/SPED dual licensure	**ELED SPED Dual**	Self Enrollment Code: SPELUG
Undergraduate – Elementary K-6	**ELED UG**	Self Enrollment Code: ELEDUG
Graduate – Foreign Language	**FLED GC**	Self Enrollment Code: FLEDGC
Undergraduate – Foreign Language	**FLED UG**	Self Enrollment Code: FLEDUG
Graduate – Middle Grades (all content)	**MDLG GC LANG MATH SCI SOC**	Self Enrollment Code: MDLGGC
Undergraduate – Middle Grades (all content)	**MDLG UG LANG MATH SCI SOC**	Self Enrollment Code: MDLGUG
Graduate – Music (all)	**MUED GC**	Self Enrollment Code: MUEDGC
Undergraduate – Music (all)	**MUED UG**	Self Enrollment Code: MUEDUG
Graduate – Secondary (high school – all content areas)	**SECD- GC English, Math, Science, Social Studies**	Self Enrollment Code: SECDGC
Undergraduate – Secondary (high school – all content areas)	**SECD- UG English, Math, Science, Social Studies**	Self Enrollment Code: SECDUG
Graduate – Special Education (Adapted and General)	**SPED AC & GC- GC**	Self Enrollment Code: SPEDGC
Undergraduate – Special Education (Adapted and General)	**SPED AC & GC UG**	Self Enrollment Code: SPEDUG
Undergraduate – Theatre Arts	**THEA-UG**	Self Enrollment Code: THEAUG
Graduate – Theatre Arts	**THEA-GC**	Self Enrollment Code: THEAGC
Graduate – TESOL	**TESL-GC**	Self Enrollment Code: TESLGC