

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.

UNC CHARLOTTE	UNC Charlotte - Login to TaskStream	
Please login	with your NinerNET credentials.	
Username:		
Password:	Login »	

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.

Welcome to TaskStream,						
To begin using TaskStream and to facilitate future communication, please submit the following required information. All information is confidential and will not be shared with third parties outside of the program.						
Account Information						
E-mail address:	@uncc.edu					
Re-enter e-mail address:						
Home/Cell phone:						
Alternate phone:						
(opcional)						
Personalize your password						
New password:						
[At least 6 characters and one number] Re-enter new password:	Use ninemet password					
Password hint:	6					
	Continue *					

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.

Self Enrollment	
tiame = Self Enrollment	· Help with Self Enrollment
Directions: To self-enroll into a program, enter a progra Program codes are created and distributed by the progra	m code below. m manager, self-enroll into a program; you must be manually
Enter program code:	Search About self-enrolling into

You will be able to review the licensure portfolio DRF that corresponds to the code you entered. <u>To be enrolled in the program, click the **Enroll** button</u>. If you do not wish to be enrolled in the program at this time, click the **Cancel – Do Not Enroll** button.

Self Enrollment		
Home > Self Enrollment > Program Information		
Directions: Confirm your program selection below	9]	Help on this Page
If this is the correct program, click the 'Enro the enrollment process.	ll' button to con	nplete

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 –	ELED SPED Dual	Self Enrollment Code:
Elementary/SPED dual		SPELUG
licensure		
Undergraduate – Elementary	ELED UG	Self Enrollment Code:
К-6		ELEDUG
Graduate – Foreign Language	FLED GC	Self Enrollment Code:
		FLEDGC
Undergraduate – Foreign	FLED UG	Self Enrollment Code:
Language		FLEDUG
Graduate – Middle Grades (all	MDLG GC LANG MATH SCI SOC	Self Enrollment Code:
content)		MDLGGC
Undergraduate – Middle	MDLG UG LANG MATH SCI	Self Enrollment Code:
Grades (all content)	SOC	MDLGUG
Graduate – Music (all)	MUED GC	Self Enrollment Code:
		MUEDGC
Undergraduate – Music (all)	MUED UG	Self Enrollment Code:
		MUEDUG
Graduate – Secondary (high	SECD- GC English, Math,	Self Enrollment Code:
school – all content areas)	Science, Social Studies	SECDGC
Undergraduate – Secondary	SECD- UG English, Math,	Self Enrollment Code:
(high school – all content	Science, Social Studies	SECDUG
areas)		
Graduate – Special Education	SPED AC & GC- GC	Self Enrollment Code:
(Adapted and General)		SPEDGC
Undergraduate – Special	SPED AC & GC UG	Self Enrollment Code:
Education (Adapted and		SPEDUG
General)		
Undergraduate – Theatre Arts	IHEA-UG	Self Enrollment Code:
	71154 00	
Graduate – Theatre Arts	IHEA-GC	Self Enrollment Code:
Graduate – TESOL	IESL-GC	Self Enrollment Code:
		TESLGC