

My Account

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My Account Info

About My Account Info

To view or edit your account information, including email address, user name, password, and other account information, click the **My Account Info** link in the left-hand navigation menu or click the **My Account** link, which appears in the upper-right corner of the Home page. You can also change your home page display preferences in this area.

When you click the **My Account** or the **My Account Info** link, you will see three tabs.

Subscription Information and Preferences

When you enter the Account Info area, you will start in the Subscription (Information and Preferences) tab, where you can access the Subscription Info and Home Page Preferences sections.

Subscription Area

In the Subscription Info area, you can view your Organizational Affiliations or any school or community with which your TaskStream account is associated.

Under Subscription Information, you can renew your account, view your next expiration date, or open a record of your login history.

There are a number of settings you can change under Subscription Preferences. You can enable or disable any of the TaskStream tool packs available to you, change the time zone for your account, set your Message Center notification preference, and enable or disable the HTML Formatting Toolbar.

Home Page Preferences

Under Home Page Preferences, you can check or uncheck any of the items listed to indicate which links you would like displayed on the Portal view of the home page. When you have made all your choices, click the **Update Shortcuts** button.

Personal Information

In the Personal Information tab, you can change information such as your phone number, student identification number, or e-mail address. Make sure to click the **Update Account Information** button after entering your information.

On the bottom half of the form, you can edit your responses to any data collection questions included by your school or organization. These questions are answered initially during the subscription process.

Username & Password

In the Username & Password tab, you will need to verify your current password before you will be permitted to change your user name, password, or e-mail address. You must then enter the user name, password, password hint, and/or email address as requested before clicking the **Submit Changes** button to save the changes.