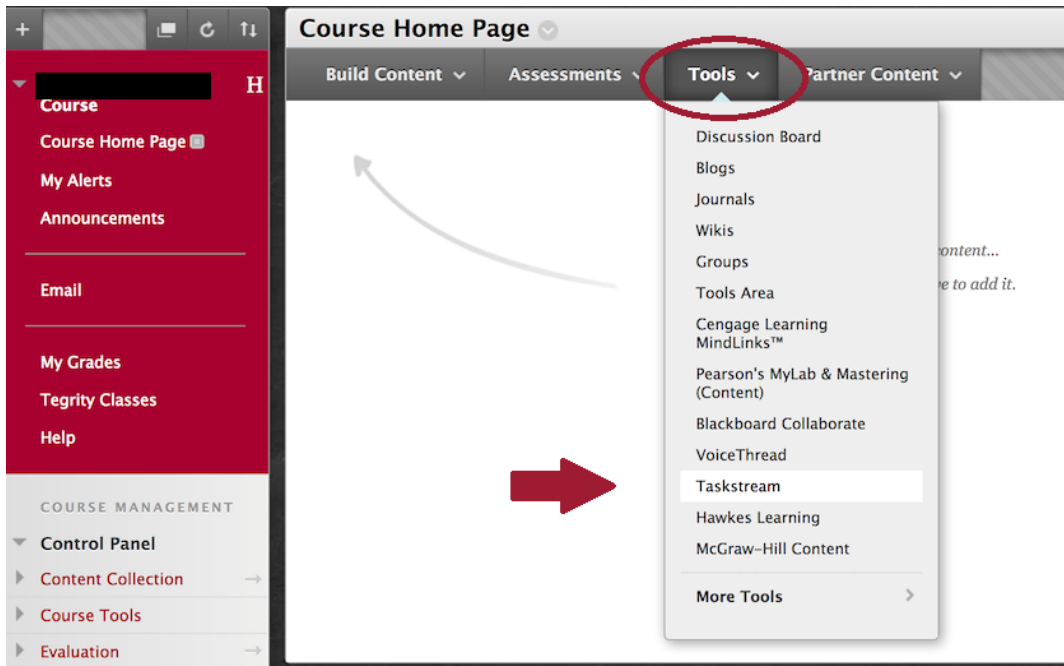# Creating and Accessing Taskstream LAT Accounts via Blackboard

Taskstream accounts and launch links can be created via the Tools menu under any content area within Blackboard (in the example below, the launch link was added to a Course Home Page). If you don't yet have a Taskstream account, you'll need to follow all 7 steps below. If you already have a Taskstream account (LAT or AMS), only steps 1-5 are necessary.

1. Log into Blackboard and navigate to a course (or other content area). To access the **Tools** menu, you may need to first click on **Course Design** in the vertical left-hand menu (crimson background).
2. From the Tools menu, select Taskstream.

3. Type in "Taskstream" and click Submit. This will create a permanent launch (LTI) link.

4. From the Course Home Page, click the Taskstream launch link you just created. On the next screen, click the red Launch button on the right. **If you already had a Taskstream account, the link should launch Taskstream (with full functionality) as a window within Blackboard**. Otherwise, you will be prompted to create an account in steps 5 and 6 below.

5. If you didn't already have a Taskstream account, clicking the LTI Launch button will open a screen that prompts you to accept the user agreement. *Note: Due to a technical issue the background may be dark gray, making the text difficult to read.*

6. Fill in the requested account details (red arrows below). **Do not modify the autopopulated email address**. The password you include will <u>not</u> be needed unless you log into LAT directly from the Taskstream website.

Welcome to Taskstream, ▇▇▇ !

Directions: 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:	▇@ua.edu
Re-enter e-mail address:	▇@ua.edu
Home/Cell phone:	
Alternate phone: (optional)	

Personalize your password

New password: (At least 6 characters and one number)	
Re-enter new password:	
Password hint:	

Continue »

7. Once you click Continue, you will be logged into Taskstream LAT. The next time you access Taskstream via Blackboard, you will only need to click on the launch link you created (step 4 above). To add launch links within other Blackboard content areas, repeat steps 1-4.

Note: If you have both LAT and AMS access in Taskstream, the launch link will take you to whichever "side" of your account was established first. To move back and forth between LAT and AMS, click on "Go to LAT" or "Go to AMS" in the top right-hand corner of the Taskstream window.

For technical assistance, please contact oie@ua.edu.