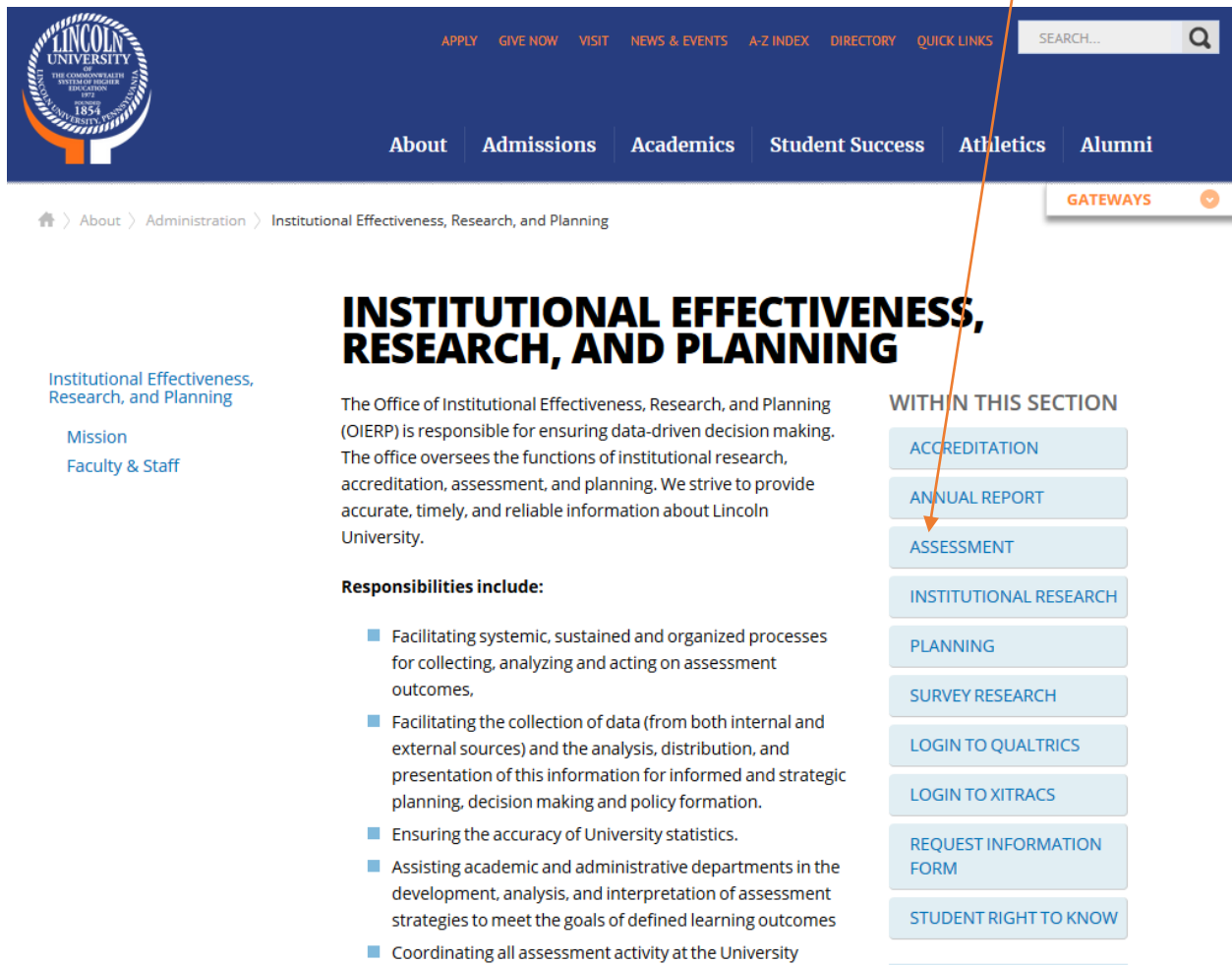


First Time Login to Taskstream

1. Go to the OIERP webpage on the Lincoln Website and click on “Assessment” button



The screenshot shows the Lincoln University website header with a search bar and navigation links: APPLY, GIVE NOW, VISIT, NEWS & EVENTS, A-Z INDEX, DIRECTORY, QUICK LINKS. Below the header are links for About, Admissions, Academics, Student Success, Athletics, and Alumni. A breadcrumb trail reads: Home > About > Administration > Institutional Effectiveness, Research, and Planning. The main content area is titled "INSTITUTIONAL EFFECTIVENESS, RESEARCH, AND PLANNING" and includes a description of the OIERP office, a list of responsibilities, and a sidebar with a "WITHIN THIS SECTION" menu. An orange arrow points from the "ASSESSMENT" button in the sidebar to the "ASSESSMENT" button in the top navigation menu.

INSTITUTIONAL EFFECTIVENESS, RESEARCH, AND PLANNING

The Office of Institutional Effectiveness, Research, and Planning (OIERP) is responsible for ensuring data-driven decision making. The office oversees the functions of institutional research, accreditation, assessment, and planning. We strive to provide accurate, timely, and reliable information about Lincoln University.

Responsibilities include:

- Facilitating systemic, sustained and organized processes for collecting, analyzing and acting on assessment outcomes,
- Facilitating the collection of data (from both internal and external sources) and the analysis, distribution, and presentation of this information for informed and strategic planning, decision making and policy formation.
- Ensuring the accuracy of University statistics.
- Assisting academic and administrative departments in the development, analysis, and interpretation of assessment strategies to meet the goals of defined learning outcomes
- Coordinating all assessment activity at the University

WITHIN THIS SECTION

- ACCREDITATION
- ANNUAL REPORT
- ASSESSMENT
- INSTITUTIONAL RESEARCH
- PLANNING
- SURVEY RESEARCH
- LOGIN TO QUALTRICS
- LOGIN TO XITRACS
- REQUEST INFORMATION FORM
- STUDENT RIGHT TO KNOW

First Time Login to Taskstream

2. Scroll down and view Taskstream resources

The screenshot shows the Lincoln University website's Institutional Assessment page. At the top, there is a navigation bar with the university logo on the left and links for 'APPLY', 'GIVE NOW', 'VISIT', 'NEWS & EVENTS', 'A-Z INDEX', 'DIRECTORY', and 'QUICK LINKS' on the right. Below this is a secondary navigation bar with 'About', 'Admissions', 'Academics', 'Student Success', 'Athletics', and 'Alumni'. A breadcrumb trail indicates the current location: 'About > Administration > Institutional Effectiveness, Research, and Planning > Institutional Assessment'. The main heading is 'INSTITUTIONAL ASSESSMENT'. To the left is a sidebar menu with various university departments and resources. The main content area includes a description of the assessment process, a list of 'Assessment Functions Include:' with five bullet points, 'Assessment Committees' with four links, 'Xitrac's Assessment Report Guides' with four links, and 'Taskstream Assessment Report Guides' with four links. At the bottom of the page, there are two dark blue buttons: 'LOGIN TO XITRACS' and 'LOGIN TO TASKSTREAM'. An orange arrow points from the 'LOGIN TO TASKSTREAM' button back to the 'LOGIN TO TASKSTREAM' button in the screenshot.

3. When ready to login, click “Login to Taskstream”

First Time Login to Taskstream

4. On this page, click “Forgot Login?”



Welcome to Taskstream by Watermark

Sign In

Username

Password

[Sign In](#)

[Forgot Login?](#) [Create/Renew Account](#) [Get Help](#)

5. You should then see the page below. Enter your last name, your Lincoln email address and click “Email Username & Password Reset”

Login Assistance

Please enter your last name along with your Taskstream username or Student ID in the fields below to be sent a password reset link along with your username or to view your password hint.

Last name:

And enter either...

Student ID:

- or -

E-mail:

- or -

Username:

[Email Username & Password Reset](#) [View Password Hint](#)


Important: To make sure that you get Taskstream emails, examine your mail options and check for 'spam' blocking software.
If possible, add notification@taskstream.com to your address book.

First Time Login to Taskstream

6. You should then receive this message:

Login Assistance

An email has been sent to all accounts associated with this email address. Please note, this email also includes your username. For additional assistance, contact Client Support at help@taskstream.com.

 **Important:** To make sure that you get Taskstream emails, examine your mail options and check for 'spam' blocking software.
If possible, add notification@taskstream.com to your address book.

7. Check your Lincoln email for an email from Taskstream with a link to login and create a password. **NOTE:** your username is your Lincoln email address

From: notification@taskstream.com [<mailto:notification@taskstream.com>]

Sent: Wednesday, September 04, 2019 9:51 AM

To:

Subject: Taskstream by Watermark Password Assistance

We received a request to reset the password associated with this email address. Please follow the instructions below:

Your username is: [Lincoln email address]

Click the link below to reset your password using our secure server:
[personalized link to create password]

If clicking the link above doesn't work, please copy and paste the URL in a new browser window instead.

For additional assistance, please contact us at support@watermarkinsights.com or at 800-311-5656 and press 1, then 1 again, for login support.

This is an automated email, please do not reply

Thank you,
The Watermark Support Team
support@watermarkinsights.com
800-311-5656

First Time Login to Taskstream

- When you click the link, you will be directed to this Taskstream User Agreement page. Please review this agreement.
- NOTE:** In order to access Taskstream, you will need to agree to the User agreement and click “I accept Agreement”. If you would like a copy of the user agreement, please contact OIERP.

Taskstream User Agreement

Please read this User Agreement and click 'I Accept Agreement' to continue.

Terms and Conditions

1. The Service

1.1 Prior to registering for the services (the "Service") offered on this Website ("the Website"), the End User ("you") must agree to the following terms and conditions between you and Taskstream, LLC ("Taskstream"). The following is a binding contract between you and Taskstream, which establishes your and Taskstream's rights, obligations and liabilities regarding your use of the Service (the Agreement).

2. Ownership of the Information, Materials and Software Comprising the Service

2.1 BY POSTING MATERIAL TO THE WEBSITE, YOU WILL NOT SURRENDER ANY INTELLECTUAL PROPERTY RIGHTS YOU MAY HOLD IN THE POSTED MATERIALS, OTHER THAN THE LIMITED LICENSE GRANTED TO TASKSTREAM AS SET FORTH IN SECTION 2.3. TASKSTREAM SHALL USE SUCH LICENSE FOR THE SOLE PURPOSE OF PROVIDING INFORMATION AND SERVICES TO END USERS HEREUNDER.

2.2 You expressly acknowledge and agree that you may compile and post to the Website materials comprised of text, data and images and other educational or evaluation materials (called "Materials") which may be made available to other users to enable them to download, reproduce and distribute such Materials (subject to any applicable restrictions authorized by the organization providing you the subscription).

2.3 Certain areas of the Service are provided for users to post and exchange ideas and information. Taskstream does not take responsibility for any Materials posted or exchanged by users on the Service. The views and opinions expressed therein do not necessarily reflect those of Taskstream or its content providers or licensors. If you make use of this facility you hereby represent and warrant that you have all necessary rights in and to any Materials you post and exchange on the Website, and that in doing so you will not infringe on any personal or proprietary rights of any third parties. Further, you understand that by posting or exchanging any Materials on the Service, you will be making these Materials accessible and available to third parties, who may be able to reproduce, distribute or alter these items (subject to any applicable restrictions authorized by the organization providing you the subscription). You hereby represent and warrant that doing any of these things in relation to the Materials you post/exchange does not and will not infringe the intellectual property or other rights of any third parties. You hereby grant to Taskstream a perpetual, worldwide, royalty-free, non-exclusive license to use, reproduce, display, distribute and provide the Materials in connection with the Service. AS STATED IN SECTION 2.1, TASKSTREAM SHALL USE SUCH LICENSE FOR THE SOLE PURPOSE OF PROVIDING INFORMATION AND SERVICES TO END USERS HEREUNDER. Taskstream may delete any inappropriate Materials posted on the Service (and alter and edit any Materials only so as to make the formatting correspond with the requirements of the Service).

2.4 In the event that you are the user or see in possession of any information concerning the information of the rights of any third party by the reason of any Materials on the Service, please notify Taskstream at the following contact details:

[Decline](#)

[I Accept Agreement](#)

- You will then be directed to submit responses for: Title, email address, Phone (work), new password, password hint (see below).

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

| | |
|--------------------------------|----------------------|
| Title: | <input type="text"/> |
| E-mail address: | <input type="text"/> |
| Re-enter e-mail address: | <input type="text"/> |
| Home/Cell phone: | <input type="text"/> |
| Alternate phone: (optional) | <input type="text"/> |

Personalize your password

| | |
|--|--------------------------|
| New password: | <input type="password"/> |
| (Please note that passwords are case sensitive and must be 8 characters, contain at least 1 number, 1 uppercase letter, 1 lowercase letter, and one special character(!@#%)) | |
| Re-enter new password: | <input type="password"/> |
| Password hint: | <input type="text"/> |

[Continue »](#)

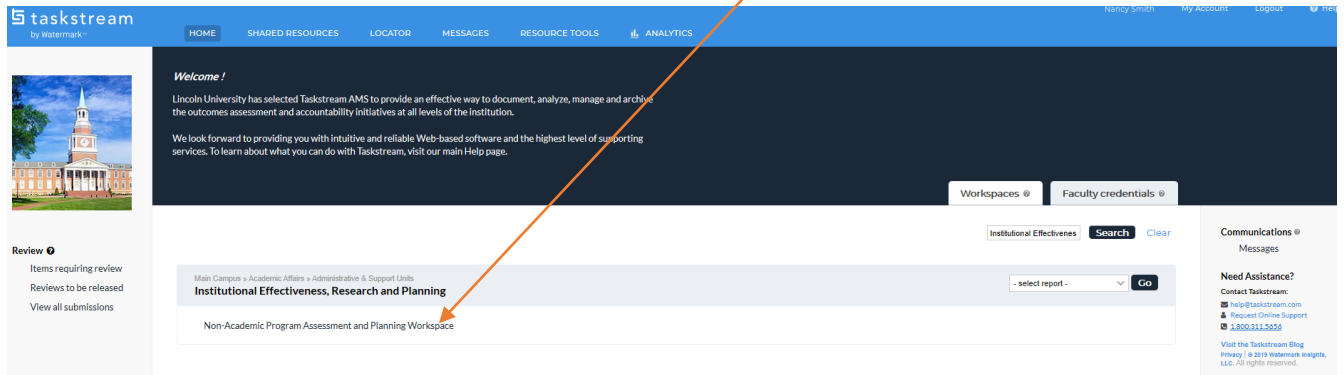
- Then click **Continue**
- You should now be directed to the Taskstream Home page. The programs to which you have access to should be listed.
- For Academic Programs: click on “Academic Program Assessment and Planning Workspace”

The screenshot shows the Taskstream Home page. The navigation bar includes 'taskstream by Watermark' and links for HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. A 'Welcome!' message from Lincoln University is displayed. Below the message, there are buttons for 'Workspaces' and 'Faculty credentials'. A search bar is visible with 'Accounting' entered. On the right, there are links for 'Need Assistance?' and 'Contact Taskstream'. At the bottom, a list of workspaces is shown, with 'Academic Program Assessment and Planning Workspace' highlighted.

First Time Login to Taskstream

First Time Login to Taskstream

14. For Non-Academic Programs, click on “Non-Academic Program Assessment and Planning Workspace”



15. Refer to the appropriate Assessment Guides and Taskstream User Guides regarding instructions for the Assessment workspace.

16. If you have any questions or need assistance, please contact OIERP at 484-365-7842