

Login and use the Field Experiences portfolio in Taskstream

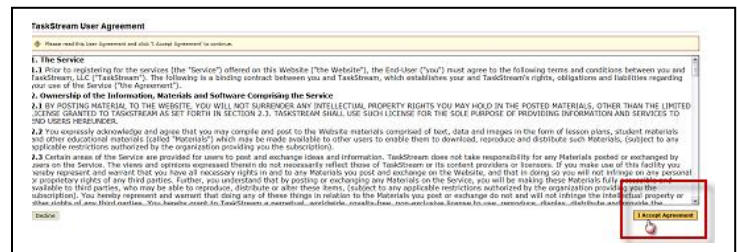
Step 1: Log In

Go to <http://taskstream.uncc.edu> and enter your NinerNet credentials to log into your TaskStream account.

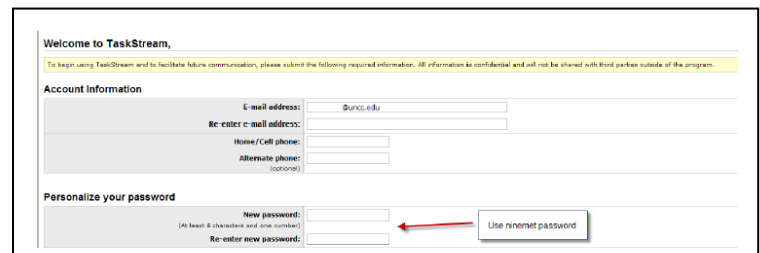
**Note: if you receive a message saying that no account is found, send an email to taskstream@uncc.edu with your name and 800# (student ID number) and ask for an account to be created. DO NOT PAY FOR AN ACCOUNT. As a UNC Charlotte student, we can create an account for you.*



Step 1a: (first time login only) Accept the User Agreement.

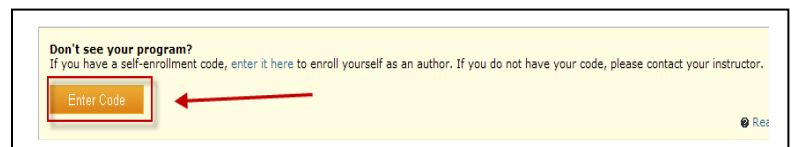


Step 1b: (first time login) Enter your Account Information. Use your UNC Charlotte email address and password.



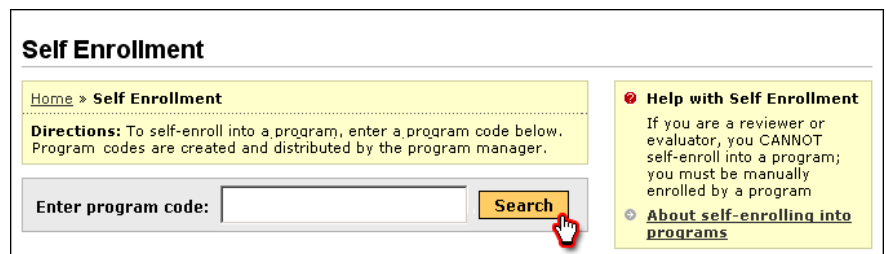
Step 2: Find the Self-Enrollment Area

From the home page, click the **Enter Code** button near the bottom of the site.

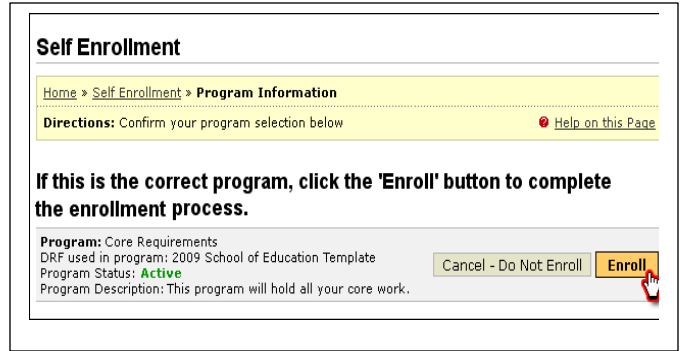


Step 3: Enter the code for Field Experiences portfolio

Enter the code: **FieldExperiences**. Then click the **Search** button.



Click the **Enroll** button.

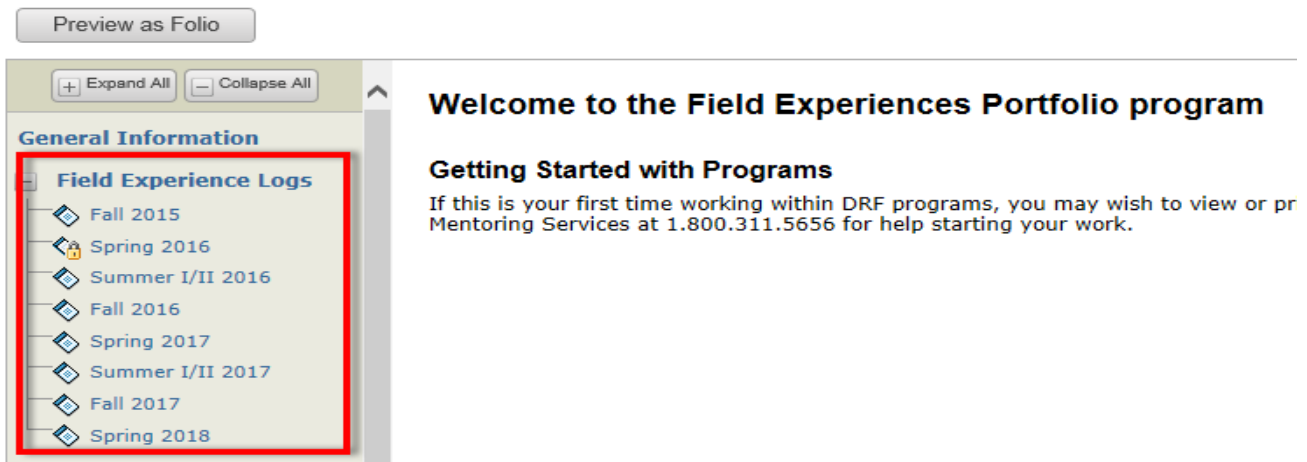


Step 4: Once you enroll in the Field Experiences portfolio, you will note that the Field Experience Logs are organized by semester. **Select the appropriate semester.**



Field Experiences Portfolio

Template: Field Experiences

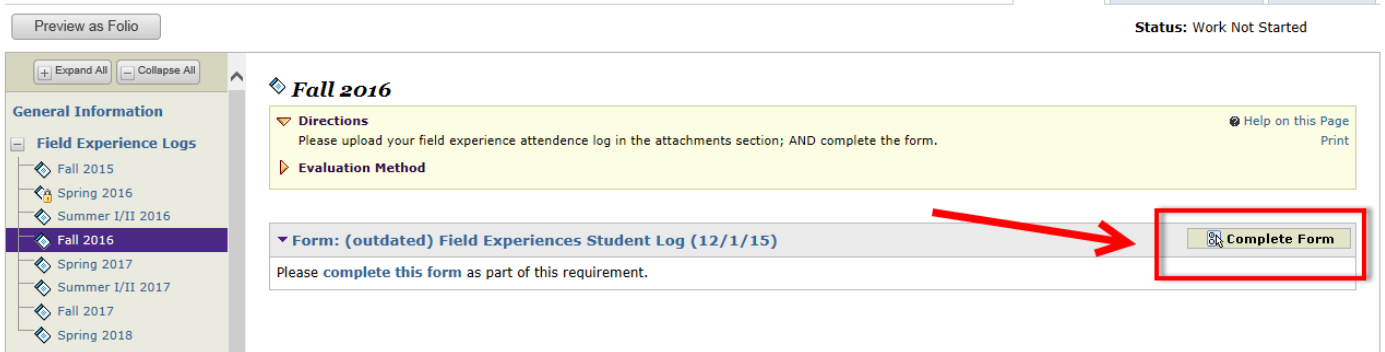


Step 5: Once you select the semester, you will see a form appear in the middle of the screen. **Complete the form,** which asks you questions about your clinical placements (e.g., where you attended, what kinds of activities you completed, how many hours you attended, etc.).

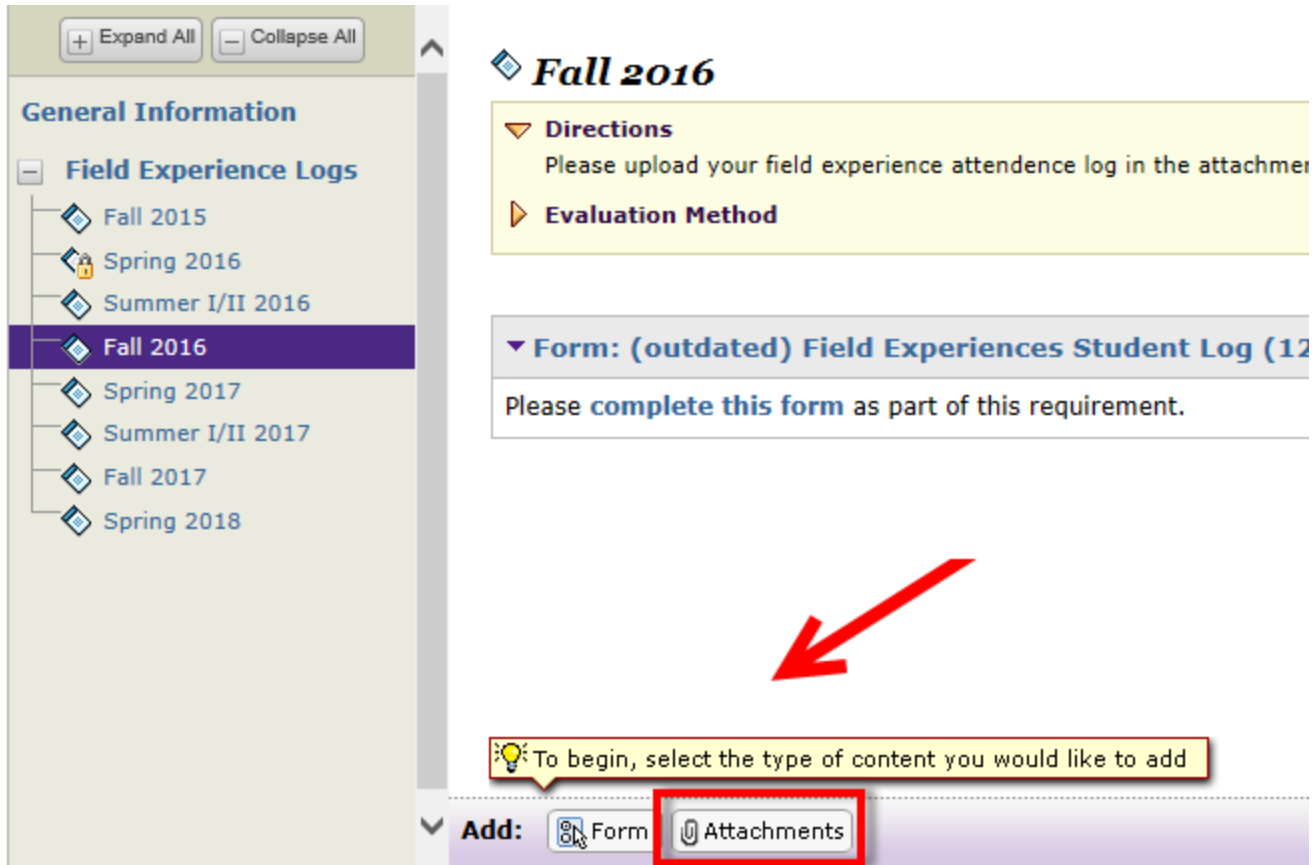


Field Experiences Portfolio

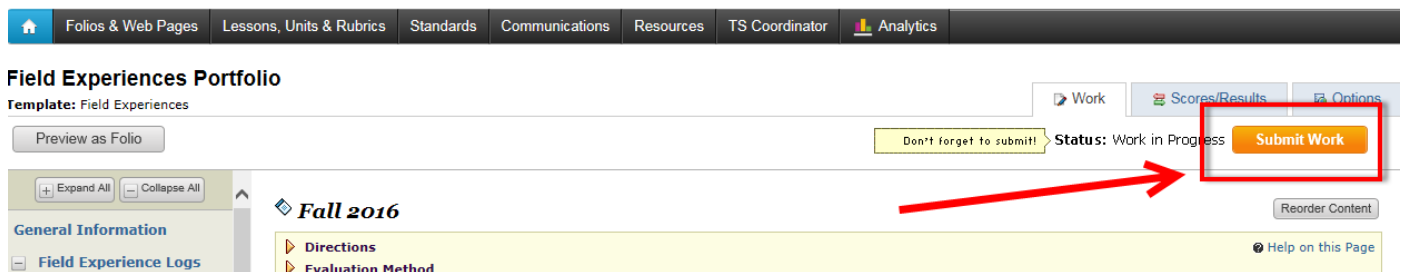
Template: Field Experiences



Step 6: Select “Add Attachments,” and add your attendance log, plus any other checklist or documentation you may have (example: YLI checklists, NCIS checklists, etc.). Not everyone will have these extra pieces, but if you do, please upload them all. Everyone should have a signed attendance log. Follow the directions to upload. [Additional directions are available on the COED Taskstream website.](#)



Step 7: Submit your work. Don't forget to submit your work. You do not have to select a specific evaluator in this portfolio.



Once you submit, you're done! Email your course instructor to let him/her know you have submitted your field experience work for the semester.

Be sure to complete the field experiences requirements each semester you complete field experiences.

If you have questions, contact taskstream@uncc.edu or call the COED Assessment Office at 704-687-8163.