



San Diego Mesa College
Office of Instructional Services, Resource Development and Research
TaskStream
Account Status Form

INSTRUCTIONS FOR COMPLETION AND SUBMISSION: This form is for use to request an account for access to TaskStream, update an account, or delete an account. Please follow the instructions below for proper processing: 1) check the appropriate boxes for the type of action required; 2) obtain appropriate signatures; 3) submit this form to the Office of Instructional Services, Resource Development and Research, A109. 4) For changes not listed below, please email Dean Bergland.

Please provide the following information for this account:

Last Name	First Name	Email Address	CSID #

ACTION REQUESTED:

☐ **NEW ACCOUNT** (Indicate Program/Service Area Including any Course(s) Name and Number for Affiliation or Attach List):

☐ **EXISTING ACCOUNT – ADDITIONAL AFFILIATIONS**

(Indicate Program/Service Area Including any Course(s) Name and Number for Affiliation or Attach List):

☐ **REVISE AFFILIATION(S) FOR PROGRAM/SERVICE AREA:**

(Indicate Program/Service Area Including any Course(s) Name and Number for Affiliation or Attach List):

***FOR ALL ABOVE ACCOUNTS PLEASE SELECT PERMISSION RIGHTS:** ☐ View Only - OR - ☐ View/Edit

☐ **DELETE NAME FROM TASKSTREAM** (Closes the Account)

Name of Requestor: _____ Program/Service Area: _____

Requestor's Signature: _____ Date: _____

Approvals:

_____ Date: _____
 Print/Signature - Department Chair/Supervisor

_____ Date: _____
 Print/Signature - Dean or Manager

NOTE: THIS SECTION FOR OFFICE USE ONLY

REVIEW: ☐ Refer for Additional Information (comments): _____

ACTION: ☐ Input to TaskStream/Notification on: _____
 (initial/date)