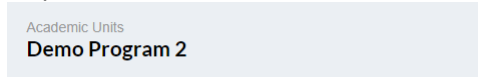


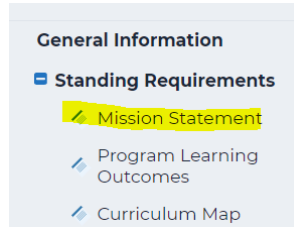
Taskstream Instructions: Adding or Editing a Mission Statement

1. Log into Taskstream: fscj.onelogin.com. Select “Taskstream.”
2. Click on your designated workspace.

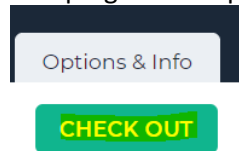


Academic Assessment **Workspace**

3. Click on **Mission Statement** on the left-hand side.



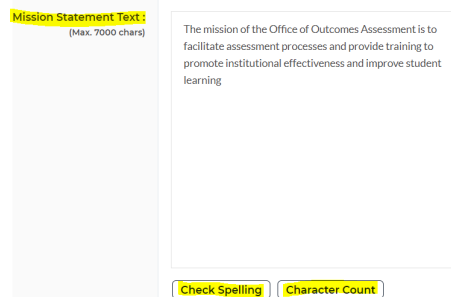
4. Click the green **Check Out** button on the top right of the page.



5. Click **Edit** on the right side.



6. You can then enter or update the current mission statement in the **Mission Statement Text** area. Please use the **Check Spelling** and **Character Count** buttons for accuracy.



7. Once done, click **Submit** on the top right.



8. Click **Return to Work Area** to confirm the Mission Statement is updated.

Confirmation

The Mission Statement has been updated.

Return to Work Area