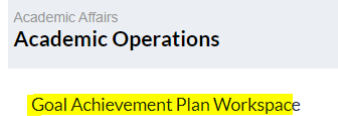
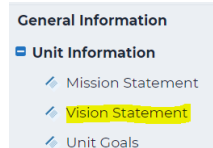


Taskstream Instructions: Adding or Editing a Vision Statement

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



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



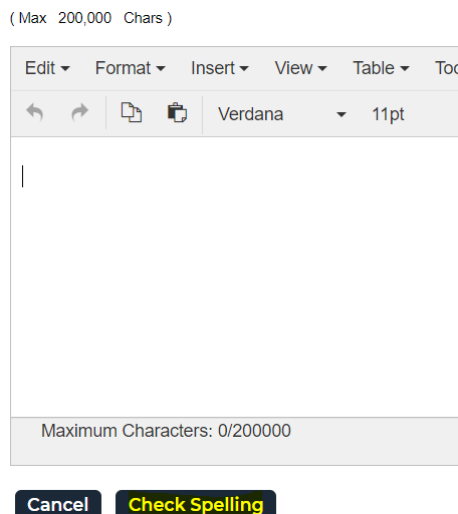
4. Click on the green **Check Out** button on the top right.



5. Click on **Add: Text & Image** at the bottom of the screen.



6. Enter vision statement in the text box and **check spelling**.



7. Click **Save and Return**.



8. This will take you back to the main screen, where you will confirm the vision statement is accurate. If updates are needed, click **Edit** and repeat the steps above.



9. If you are satisfied with the vision statement, click the **Check In** button on the top right.

