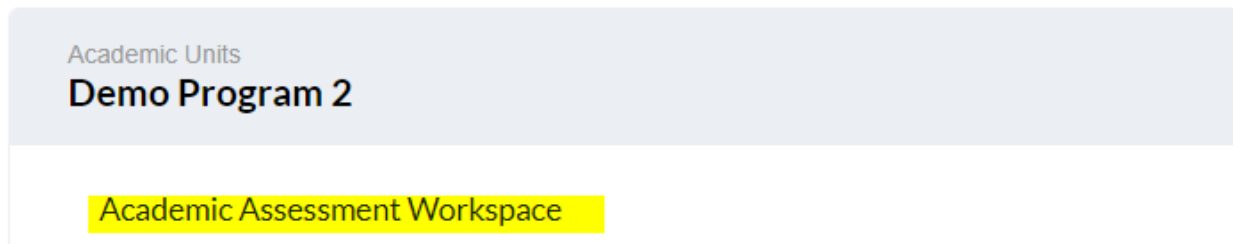


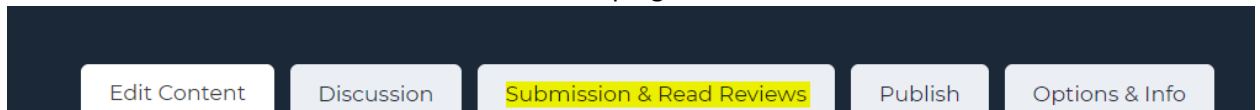
Taskstream Instructions: Unlocking Submitted Work

Please note that only current assessment cycles can be unlocked. Once an assessment cycle is reviewed and complete, it will be administratively locked and you will need to contact the OSP to unlock.

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



3. Click on the Submissions and Review tab on the top right.



4. Scroll down to the area you would like to unlock and click Cancel Submission.



5. This will unlock the submitted work so that edits can be made.
6. Once edits are completed, be sure to go back into the Submissions & Reviews tab to resubmit the work.