

## INSTRUCTIONS FOR STUDENTS TO GET A CHECKPOINT ID

- To get your very own Checkpoint ID, go to <http://ria.thomson.com/cploginids>.
  - You must be at a computer connected to the university in order for this to work!** If you are outside of the university IP range, your screen will say "This IP address couldn't be validated" and you won't be able to register.
- Fill out the registration page and submit. The registration page functions best with Firefox or Chrome. If you are using Internet Explorer 8, verify that you are in "compatibility view" in order to accept the license agreement. To switch, clicking on the Tools menu, and choosing Compatibility View.
  - You must register using the email address you have through the school – **no personal email addresses are allowed.**
- After you submit the registration, you will receive an e-mail with your Checkpoint username along with a link to Checkpoint. The first time you log in, your user name and password are the same. The user names are fairly long and cannot be changed.
  - The Checkpoint login instructions are typically sent out within an hour of the registration being submitted. If you haven't received it, check your junk and spam folders.
- Go to Checkpoint using the link in the e-mail you receive or go to <http://www.checkpoint.riag.com> and enter the user name you've been provided. The first time you log in, your password will be the same as your user name.
  - User names and passwords are not case sensitive.
- Once you are logged in, you will go through the new user setup screens and be prompted to change your password.
  - Passwords must be 7-20 characters and contain at least one letter and one number.
- Once the setup process is finished, you can now access Checkpoint **from any computer** that has internet access. Your computer does **not** need to be connected to the university.
  - Student ID's are turned off on August 1<sup>st</sup> and January 1<sup>st</sup> so you will need to reregister to gain access.
- If you have any problems, please call Customer Support at 1-800-431-9025. You can also download the Checkpoint Quick Reference Card by going to: <https://thomsonreuterstaxsupport.secure.force.com/pkb/articles/Documentation/Checkpoint-Quick-Reference-Card>

### WHAT CAN CHECKPOINT DO FOR YOU?

#### REFINE YOUR BASIC UNDERSTANDING OF TAX RESEARCH WITH CHECKPOINT!

This course is designed specifically for university students and professors who use Checkpoint as part of their tax and accounting curriculum.

In this class you will learn:

- How to log on to the system both through the school network and from an off-campus site
- Different methods of research including using a Keyword search, finding by Citation and accessing the Table of Contents
- Printing, exporting and saving search results
- Identifying primary and secondary sources

**Make this class a priority for your success in the tax and accounting arena!**

### VIRTUAL TRAINING DETAILS:

[Click to register for a live webinar!](#)

[Click for self-study training!](#)

Checkpoint: Basic Training for University Students and Professors

**CPE Credit:** 1 hour - Specialized Knowledge and Applications

**Cost:** Free

**Level:** Basic

**Advance Prep:** None

**Note:** If you need assistance registering for this class, call 800.431.9025

[Click here for Quick Reference Card](#)