THOMSON REUTERS CHECKPOINT®

INSTRUCTIONS FOR STUDENTS TO GET A CHECKPOINT ID

To get your very own Checkpoint ID, go to http://www.checkpoint-registration.riag.com/schools.

- **You must be at a computer connected to the university library in order for this to work!** If you are outside the library 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.

- **No personal or work email addresses are allowed.** To validate the domain, all academic users must use their school email address. If you don't, your Checkpoint ID could be flagged as "outside abuse" and deleted at any time.

After you submit the registration, you will receive an e-mail with your Checkpoint username along with a link to Checkpoint. The user names are automatically generated by the system 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, the password will be the same as your user name. Once you are logged in, you will go through the new user setup screens and be prompted to change your password.

- **User names and passwords are not case sensitive.**
- **Passwords must be 7-20 characters and contain at least one letter and one number.**

Once the setup process is finished, you will be able to access Checkpoint from any computer, tablet or Smartphone that has internet access. Your computer does **not** need to be connected to the university.

- Student ID's automatically expire on August 1st and January 1st.

If you have any problems, please call Customer Support at 1-800-431-9025. You can also download the 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 here 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