

# CHECKPOINT STUDENT REGISTRATION INSTRUCTIONS

To register for a student Checkpoint student ID, go to <http://cpreg.thomsonreuters.com>.

- The registration link is IP authenticated. It will work from the computers located on campus and remotely through your school library account. If you try to register from outside the school's IP address range, your screen will say:

Unable to find an account connected with your IP address. Please contact [Technical Support](#) by calling 1-800-431-9025 or on the web at <http://support.checkpoint.thomsonreuters.com>

- The registration page functions best with Firefox or Chrome. If you are using Internet Explorer 8, you will need to verify that you are in "compatibility view" in order to accept the License Agreement. To switch, click on the Tools menu, and choose Compatibility View.

**Personal and work email addresses are NOT allowed!** You must use the email address that was issued to you by the college/university for Checkpoint. This is required to validate the domain and to prevent abuse.

- Any Checkpoint logins that have an unauthorized email address assigned to it can be removed any time without warning. Once your ID has been purged from the system, it cannot be recovered.

After the registration has been submitted, you will receive an email from RIA Checkpoint Registration containing the login instructions.

- The email is typically sent within an hour of the registration being submitted.
- If you haven't received the email, check your junk and spam folders before submitting a new request.

To access Checkpoint, go to <http://checkpoint.riag.com> and enter the user name and password listed in the email. Once you are logged in, you will be prompted to change the password.

- User names and passwords are not case sensitive.
- Passwords must be 7-20 characters and contain at least one letter and one number.
- Student IDs are computer generated and the user name cannot be changed.

After the setup process has been completed, you will be able to log into Checkpoint from any location and device that has internet access (i.e. computer, tablet or Smartphone).

- **Student IDs are temporary and will automatically expire on July 31<sup>st</sup> and December 31<sup>st</sup>.**
- If you already have a Checkpoint ID but are unable to log into the system, your ID has expired. You will need to re-register using the steps outlined in this document to have your ID reactivated.

## WHAT CAN CHECKPOINT DO FOR YOU?

Thomson Reuters Tax & Accounting has prepared product specific learning paths designed to help you get a better understanding of how to use Checkpoint both in and out of the classroom.

The webinars and self-study courses cover:

- How to log on to the system both through the school network and from an off-campus site
- Different methods of research, including keyword, citation, and index searching
- Identifying primary and secondary sources
- Printing, exporting and saving information for homework assignments

REFINE YOUR BASIC UNDERSTANDING OF TAX & ACCOUNTING RESEARCH WITH CHECKPOINT!

## VIRTUAL TRAINING

[Checkpoint: Student Learning Path](#)

## ADDITIONAL RESOURCES

[Quick Reference Card](#)

[Checkpoint Videos](#)

[Product Training Website](#)



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