CHECKPOINT STUDENT REGISTRATION INSTRUCTIONS

To register for a student Checkpoint ID, go to https://www.checkpoint-registration.riag.com/schools.

- **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 schools IP address range, your screen will say:

  **UNKNOWN IP-ADDRESS**
  Action was: null
  This IP address couldn’t be validated

- 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!** To validate the domain and to help prevent abuse, all “Authorized Users” must have their school issued email address assigned to their Checkpoint ID.

- Authorized Users are defined in the License Agreement as “employees, faculty and staff who require access in the performance of their teaching related duties and currently enrolled students who require access for educational purposes only.”
- Anyone that violates this policy can have their Checkpoint ID deleted at any time without warning.

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/app/login 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 automatically generated by the system and cannot be changed.

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

- **Student IDs are temporary and will automatically expire on July 31st and December 31st.**
- If you already have a Checkpoint ID but are unable to log into the system, this means your ID has expired. To have access reinstated, you will need to reregister using the steps outlined in this document.

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

the answer company™

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