

STUDENT REGISTRATION INSTRUCTIONS

To register for a temporary 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 it will work 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.tr.com> and enter the username and password listed in the email. Once you are logged in, you will be prompted to change the password.

- Usernames 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 username 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 twice a year.**
- If you already have a Checkpoint ID but are unable to log into the system, this means your access has expired. You will need to re-register using the steps outlined in this document to have your ID reactivated.

Instructions on how to access Checkpoint training is located on the following page.

HOW TO ACCESS CHECKPOINT TRAINING

Step 1: Access the Learning Center

Your **Checkpoint for Universities** training course is available within the Thomson Reuters Tax & Accounting Professionals Learning Center.

You access the Learning Center using a Thomson Reuters ID (TRID). [Click here to create a TRID](#) and then follow emailed instructions to log in.

Please note: The TRID is not the same as your Checkpoint ID and password; it's a separate login which everyone must create to access the training.

Step 2: Access your training

Once you have logged in, scroll to the bottom of the page to find the "Enter Your Subscription Code Here" section. Enter in **checkpointuniversity** (all lowercase) to get immediate access to your course.

If you are not logged into the Learning Center, go to <https://training-taxpros.thomsonreuters.com> and log in using your TRID created in Step 1.

Step 3: Completion certificate

Upon completion of all the modules in the training course, you will receive an email with a link to a completion certificate. This can be downloaded to a pdf document and forwarded to your professor as proof of attendance.

The screenshot displays the Thomson Reuters Tax & Accounting Professionals Learning Center interface. At the top, there is a search bar and navigation icons. Below the header, the page title is "Tax & Accounting Professionals Learning Center". A section titled "Complimentary Courses >" lists five courses, each with a "NEW" badge and a "PURCHASED" status:

- Introduction to GoFileRoom Chrome** (WEBINAR)
- Checkpoint - Finding COVID-19 Informatio...** (E-LEARNING)
- General Checkpoint User Administration** (E-LEARNING)
- Navigating Your Course Catalogs** (E-LEARNING)
- Checkpoint International Trade Quick Ref...** (E-LEARNING)

Below the course list, there is a section titled "Enter Your Subscription Code Here". It contains a form with the text "Do you have a subscription code?" and "Type it here to subscribe to your courses!". The input field contains the text "checkpointuniversity", which is circled in blue. A "Subscription code *" label is positioned above the input field, and a green arrow button is to the right.