REGISTRATION INSTRUCTIONS FOR KEISER UNIVERSITY STUDENTS TO GET A CHECKPOINT ID


- You must be at a computer connected to the university in order for this to work! If you are outside of 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, click on the Tools menu, and choose 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 [https://www.checkpoint.riag.com](https://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 be prompted to change your password then go through the new user set-up screens.

- **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 device does not need to be connected to the university.

- **Student ID’s automatically expire on August 1st and January 1st.** If you need access beyond that point, you will need to reregister.

If you have any problems, please call Customer Support at 1-800-431-9025.

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**WHAT CAN CHECKPOINT DO FOR YOU?**

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

These courses are designed specifically for university students and professors who use Checkpoint as part of their tax and accounting curriculum.

In these classes 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 keyword, citation, and index searching
- Identifying primary and secondary sources
- Printing, exporting and saving information for homework assignments

Students will get a better understanding of how to utilize Checkpoint both in and out of the classroom.

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**VIRTUAL TRAINING DETAILS**

**Click here for available courses**

**Basic Functionality for University Students and Professors**

**Accounting, Audit & Corporate Finance for Universities**

- **CPE Credit:** 1 hour - Computer Science
- **Duration:** Each course is 1 hour in length
- **Cost:** Free
- **Level:** Basic

**Note:** If you need assistance registering for these classes, call 800.431.9025

**Click here for Quick Reference Card**

**Click here for YouTube videos**