STUDENTS & FACULTY:
REGISTRATION LINK FOR CHECKPOINT RIA CUSTOM ID’S

A. Below is the link for the students and faculty to register for their own custom TAX ID, to access Checkpoint RIA remotely. This is the only way a user can access folders, receive email of news and journals.

B. Please note what we have outlined below in ‘RED’

C. Students and Faculty MUST use a Campus Computer the FIRST TIME ONLY to register.

D. They can use any browser, Safari, Google Chrome, or Firefox, or Internet Explorer, but if they use Internet Explorer,
   a. They must have IE Version 8.xxx or higher
   b. They must use IE 8.xxx in the “Compatibility View” in order to see the
      “Acceptance Button” for the Licensing Agreement

Students and Faculty: Registration for a Checkpoint CUSTOM Username and Password:

1. Go to http://ria.thomson.com/cploginids You must be at a computer connected to the university in order for these steps to work.

2. A registration page appears. Fill it out. See NOTES below.
   After you “register”, you will receive an e-mail with your Checkpoint Username and Temporary Password, usually in the following format

   User Name: UN185-2BC6SA
   Password: xxxxxxx

3. The usernames are fairly long, and can’t be changed at any time...

4. Only the Password can be changed.

5. The e-mail contains a link to Checkpoint. (This process normally takes less than 10 minutes.)

6. Again, USING A UNIVERSITY COMPUTER ONLY - Go to Checkpoint using the link in the e-mail you receive or go to: http://www.checkpoint.riag.com.

7. Enter your User Name provided above. User Names and passwords are not case sensitive.

8. Click the Login button. You will go through New User Setup screens, including a prompt to change “ONLY YOUR PASSWORD.” New passwords must be 7-20 characters and at least one letter and one number.

9. Once this process is finished, you can now access Checkpoint RIA from any computer that has internet access (it does not need to be connected to the university).

10. If students or faculty have any problems, please call Customer Support at 1-800-431-9025 and provide them with the Customer Number: 05832605.

STUDENTS AND FACULTY, PLEASE NOTE: 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.