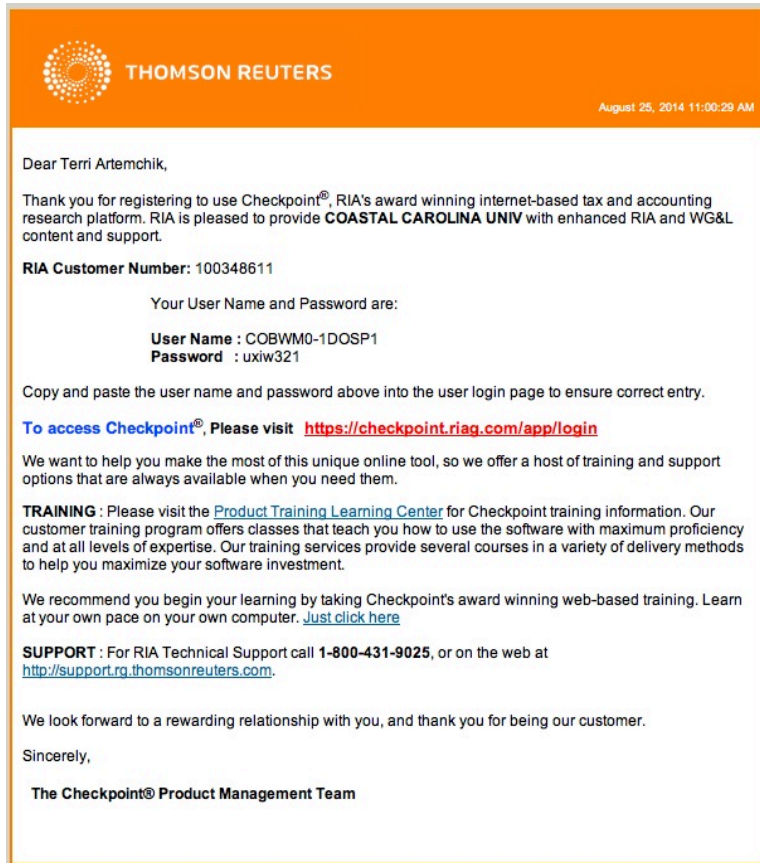


RIA Checkpoint Registration and Off-Campus Log In Instructions

To Register for Off-Campus Access:

1. Students will need to register on campus from this link - <http://ria.thomson.com/cploginids>
2. Once they've filled out the form, they will then receive an email that looks like the image below. It only took about 30 seconds for the email to arrive.



3. Follow the link in the email and log in with the user name and password in the email. You will be prompted to change your password. Then, they can view content as usual.

To Access RIA Checkpoint from Off-Campus:

1. Go to Kimbel Library's homepage: <http://www.coastal.edu/library/>
2. Click on **Database Finder** under the search box in the middle.
3. Click on **"R"** for RIA Checkpoint at the top.
4. Click on the link for **RIA Checkpoint**.
5. You will be asked for your Coastal username & password first.

- The screen below will pop up next. Use the username from the registration email and your password to log in.

The screenshot displays the Checkpoint Catalyst website interface. At the top, there is an orange header with the 'THOMSON REUTERS CHECKPOINT' logo and navigation links for 'CONTACT US', 'ABOUT CHECKPOINT', and 'SUBSCRIBE'. The main content area features a promotional banner for 'Checkpoint Catalyst' with the tagline 'The Next Generation of Online Tax Research is Here'. Below this, there is a section for the 'Federal Tax Depreciation Handbook' with a description and a call to action. On the right side, a 'LOGIN' panel is visible, showing a 'Login Error!' message: 'We are unable to connect you directly to Checkpoint. Please try again later or contact your librarian for more information.' The login form includes fields for 'User Name' and 'Password', a 'LOGIN' button, and a 'Remember Me' checkbox. Below the login form are links for 'Did you forget your User Name or Password?' and 'Download Speedlink for Checkpoint. Read More'. At the bottom of the login panel, there are three sections: 'PRODUCT INFORMATION' with links for 'Demo', 'Quick Reference Card', and 'User Guide'; 'PRODUCT TRAINING' with links for 'Checkpoint eLearning' and 'Learning Center'; and 'PRODUCT SUPPORT' with links for 'Administrator Login', 'Customer Help Center', and 'Send Feedback'.

- Congratulations! You've successfully logged into RIA Checkpoint from off-campus.

Questions?

Please contact Terri Artemchik, Business Librarian, at tartemchi@coastal.edu.