Checkpoint EDGE
Thomson Reuters Tax & Accounting

1. Registering for a Checkpoint EDGE student ID
   a. You must use your school-specific email address when registering; personal and work email addresses are not allowed
   b. To register for a Checkpoint EDGE student ID, go to http://cpreg.thomsonreuters.com
      i. The above link will work from computers located on campus
      ii. The above link will also work remotely only if you have first logged into your school library account
      iii. If you try to register from outside the school’s IP address range, you will see an error message

2. Using a Checkpoint EDGE student ID
   a. After the registration has been submitted, you will receive an email from Checkpoint EDGE containing the login instructions
      i. The email is typically sent within an hour of the submitted registration
      ii. If you haven’t received the email, check your junk/spam folder before submitting a new request
   b. To start using your Checkpoint EDGE student ID, go to http://checkpoint.thomsonreuters.com and enter the username and password listed in the email
   c. The first time you login, you will be prompted to change the password
      i. Usernames and passwords are NOT case sensitive
      ii. Passwords must be 7-20 characters and contain at least one letter and one number
      iii. Student IDs are computer generated and the username cannot be changed
   d. After the setup process has been completed, you will be able to log into Checkpoint EDGE from any location and device that has internet access (i.e. computer, tablet, phone)

3. Expiration of a Checkpoint EDGE student ID
   a. Checkpoint EDGE student IDs are temporary and will automatically expire twice a year on 6/31 and 12/31
   b. If you already have a Checkpoint EDGE student 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 above to have your ID reactivated