



# CHECKPOINT LEARNING: PICK YOUR COURSE BUNDLE USER GUIDE FOR PROFESSIONALS



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## Find My On-Demand Courses

You can access On-Demand courses from **Homeroom** and **Learning**.

**Note:** If you have purchased a subscription package, your courses appear instead on **Search Courses Tab**.

The following procedures assume you have not purchased a subscription package.

### Homeroom

On the **Homeroom** page, On-Demand courses can be found in the **Thomson Reuters On Demand Learning (Courses Available)** section.

**Note:** If you have access to other sponsors, you will also find On-Demand courses in the sponsor's **On Demand Learning (Courses Available)** section.

**To view purchased On-Demand courses from Homeroom :**

1. Click **Homeroom**.

The **Homeroom** page appears.

2. Click the **Thomson Reuters On Demand Learning (Courses Available)** title bar.

The **On Demand Learning (Courses Available)** page appears.

3. From the list of On-Demand courses, you can:
  - Click the course name to view details about the course.
  - Click the headings in the title bar (Title, Sponsor, Format) to sort the courses in ascending and descending alphabetical order.
  - [Launch](#) the course.
  - Export the course list to MS Excel.

### Learning

On the **Learning** page, On-Demand courses can be accessed from the **Schedule Learning Menu** on the left side bar or from the **Thomson Reuters On Demand Learning (Courses Available)** section.

**To view purchased On-Demand courses from Learning :**

1. Click **Learning**.

The **Learning** page appears.

2. Click **On-Demand Learning (Courses Available)** from the **Schedule Learning Menu** on the left side panel.

The **On Demand Learning (Courses Available)** page appears.

3. From this list of On-Demand courses, you can:
  - Click the course name to view details about the course.
  - Click the headings in the title bar (Title, Sponsor, Format) to sort the courses in ascending and descending alphabetical order.
  - [Launch](#) the course.
  - Export the course list to MS Excel.

## Launch On-Demand Courses

On-Demand courses can be launched at anytime from anywhere you have Internet access. You can launch courses from **Homeroom** or **Learning**.

**Note:** If you have purchased a subscription package, your courses appear instead on **Search Courses Tab**.

**Note:** Before starting this procedure, make sure your pop-up blocker is disabled.

### To launch an On-Demand course:

1. Click **Homeroom** or **Learning**.
2. In the **Thomson Reuters On Demand Learning (Courses Available)** section, click the course title you want to open.

The **Course Activity Profile** page appears.

3. Click the **Launch** button from the **Launch E-Learning** section on the left side panel.

The selected course opens in a new window.

You can start, stop, and scroll back through **On-Demand** courses as needed.

**Note:** Once launched, an On-Demand course appears in the **In-Progress** section on your **Homeroom** page.

## Download Checkpoint Learning Courses

Courses in the download format allow you to launch and complete them without connectivity to the Internet. In order to complete courses in the download format, the Checkpoint Learning Offline Player must be installed on your computer.

**Note:** Internet access is required initially to download the course. Internet access is not needed to launch and complete the course.

### To download Checkpoint Learning courses:

1. Locate your courses in the **Thomson Reuters On Demand Learning (Courses Available)** section on the **Learning** page and **Homerroom** page.

**Note:** If you have purchased a subscription package, your courses appear instead on **Search Courses Tab**.

2. Locate the course you want to download and select the **Download** option beneath the course title.

When you select the **Download** option, the **Launch** button changes to a **Download** button.

3. Click the **Download** button.

The **Course Profile** page appears with details about the course, including a summary, learning objectives, and prerequisites.

4. Click the **Download** button in the **Course Activity Details** section.

**Note:** If you have not already installed the correct version of Checkpoint Learning Offline Player, you will be prompted to click the "**Click here**" link to download and install the Offline Player.

5. Click the **Download** button to install the course.

The **Checkpoint Learning Login** page appears.

6. Enter your Checkpoint Learning **user name** and click the **Login** button.

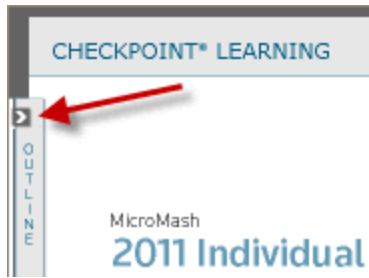
7. After the course is installed, click the **Launch Player** button.

8. On the next page, enter your Checkpoint Learning user name and click the **Login** button.

The **Available Courses** page appears.

9. Click the **Launch** icon .

10. When the course opens, click the arrow on the left to expand the **Outline** menu.



11. Use the left and right arrows in the bottom right corner to navigate through the course. You can also select a topic directly from the **Outline** menu.
12. Click the **Exit** link at the bottom of the page when you are ready to close the course.



## Print Attachments and Certificates

Electronically issued certificates and attachments are stored in **Activity History** of your account.

### To print attachments:

1. Click **Activity History**.

The **Activity History** page appears.

2. Click **Certificates & Documents** from the **Activity History Menu** on the left side panel.

The **Course Completion Certificates & Learning Documents** page appears.

3. Click the title of the document from the **Learning Documents** section.

The selected document opens in the application in which it was created (such as MS Word).

4. Select the print feature of the application. (For example, for an MS Word document, click the **Print** icon in the tool bar or select **File > Print**.)

### To print in-house issued certificates:

1. Click **Activity History**.

The **Activity History** page appears.

2. Click **Certificates & Documents** from the **Activity History Menu** on the left side panel.

The **Course Completion Certificates & Learning Documents** page appears.

3. Do one of the following:

- In the **Course Activity** column, click the title of the certificate you want to print. The selected certificate appears.
- Select the check box to print one or more certificate from the left hand side.

4. Click the **Print Certificate** button.

## Change My Checkpoint Learning Password

Checkpoint Learning enables you to change your password. Passwords must be a minimum of six characters and are not case sensitive.

**To change your Checkpoint Learning password:**

1. Click **Settings**.

The **My Profile** page appears.

2. Click **Change Password** from the **Account Profile** section on the left side panel.

The **Change Password** page appears.

3. Complete the following fields:

- **Current Password** – Enter your current password.
- **New Password** – Enter the password you want to use.
- **Confirm Password** – Re-enter the password you want to use.

4. Click the **Submit** button.