

Tax Research & Writing I
Professor Kate Dodson

RIA Self-Study Tutorial

I. Introduction to Tutorial:

The tax research process is one of the key subjects that will be taught in this course. In fact, the first three and half classes will be devoted to teaching you about the various online tax research tools that are available to you to perform tax research. One of these online tax resources is Thomson Reuters RIA Checkpoint. This is a service that many accounting and law firms provide to their associates. It is one of my favorite research tools.

The purpose of this tutorial is to introduce you to RIA Checkpoint and all of the resources it provides. Unfortunately, Capital University does not current have the ability to allow its students to access RIA Checkpoint away from the Law School premises. Specifically, you can only utilize RIA Checkpoint while on the law school premises. Accordingly, you will not be able to utilize this service from home, work, or anywhere else outside of the Law School.

For purposes of this tutorial, however, you will be able to go through the entire FREE tutorial provided by Thomson Reuters from any location in which you have access to the Internet. **YOU DO NOT NEED TO BE LOGGED INTO RIA CHECKPOINT FOR PURPOSES OF COMPLETING THIS TUTORIAL.**

Set forth below is a step by step tutorial for the online RIA Checkpoint Training.

Step One: Go to Website

<http://find.support.checkpoint.thomsonreuters.com/>

Step Two: Type in Course Name In Keyword Search Bar

“Basic Training for University Students and Professors”

Step Three: CLICK SEARCH

Step Four: Select “Begin Training” Under the Course Title

Step Five: Complete Student Information form

You do not need to complete the Company Information or Account Information sections of form.

Step Six: Click “Submit Enrollment”

Step Seven: Click “Confirm Enrollment”

Step Eight: Confirmation Page will Appear. The Training Page should then open in a new window. Please make sure that your browser does not have the pop-up blocker, or select “temporarily allow pop-ups.” You may have to click a “retry” button after allowing the pop-ups.

Step Nine: Complete the Following Courses:

-Getting Started-Logging in and Screen Overview

PLEASE DISREGARD THE USERNAME AND PASSWORD

INSTRUCTIONS AT THE BEGINNING OF THIS COURSE. THE ACCESS WE USE DOES NOT REQUIRE SUCH REGISTRATION.

You move the slides forward by clicking next at the bottom right side of each page.

-Keyword Searching: This course is a video presentation. Once you click next to start the video presentation, you do not need to click next again until the next lesson opens.

-Document, Navigation and Tools

-Citation Search

If you have any problems accessing this training tutorial, please contact me by phone at 614-499-5322 or email at kdodson@tgradylaw.com