

THOMSON REUTERS

CHECKPOINT®



IP PERSONALISATION GUIDE

MAY 2015

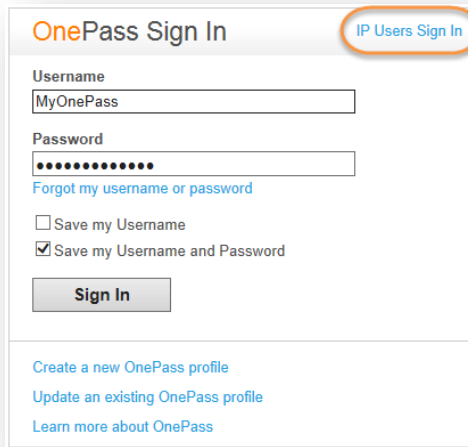
What is IP Personalisation?

IP Personalisation enables organisational users to have seamless access to Checkpoint and personalised features such as Preferences, Folders, Quicklinks, History and Alerts. IP Personalisation requires a one-time registration to create a personal profile which allows the site to identify you and your organisation's IP address.

Accessing Checkpoint

As an IP user you gain access by clicking the **IP Users Sign In** link to Checkpoint.

Alternatively, you may have access via a link provided on your local intranet or a favourite you have previously saved to your browser.



Set up IP Personalisation

When you select a feature requiring personalisation, eg, Alerts or Folders, you will be given **three options** as shown in the screen shot below.

Personalisation

Some features on Checkpoint require a User Profile before they can be accessed. You can create a User Profile by entering your e-mail address and password so that we can remember you next time you visit.

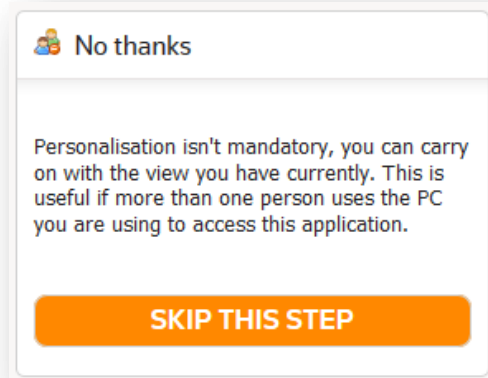
No thanks Personalisation isn't mandatory, you can carry on with the view you have currently. This is useful if more than one person uses the PC you are using to access this application. SKIP THIS STEP	I need to create a new profile That's fine, use this option to get started. You'll just need to give us some basic login information and we can begin personalisation. CREATE A NEW PROFILE	I already have a profile created Even easier, simply log in and we can set your environment to your previously set preferences. LOG ME IN
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Option 1 Option 2 Option 3

Option 1: Skip this Step

In the **No thanks** box, click the **Skip This Step** button if you do not want to set up a personal profile. This option does not alter your IP view. Clicking Skip This Step will display the Checkpoint homepage.

Please note when you select Option 1 you will not have access to all Checkpoint functionality such as: Preferences, QuickLinks, History, Folders and Alerts.



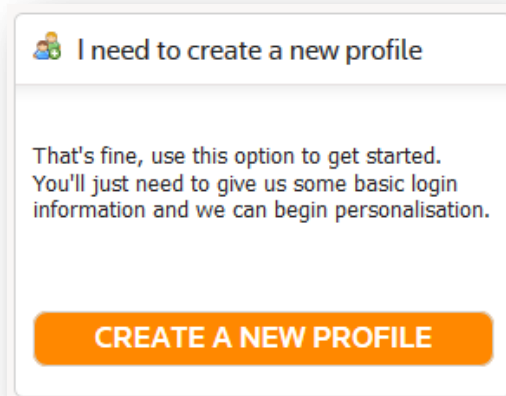
Option 2: Create a New Profile

Choose Option 2 to **Create a New Profile** to gain access to all the system functionality available in Checkpoint including Preferences, QuickLinks, History, Folders and Alerts. You will be required to create a username and password and use this when logging into Checkpoint via your IP range.

If you are new Checkpoint user, you will required to complete this step even if you have access to other Thomson Reuters products such as Westlaw or Proview.

Step 1:

Click the **Create a New Profile** button to set up a personal profile. You will need to provide a name and an email address.



Step 2:

Enter your first and last name and an email address then click the **Create a New Profile** button.

Personalisation : Create a new Profile

To begin personalisation, simply provide us your basic details below and we can get started.

Email Address:

First Name:

Last Name:

[Create a new profile](#)

Step 3:

The **Personalisation Registration** message will appear advising you an email has been sent to your email address to validate your account.

Thank for you creating your profile. An email will be sent to JaneDohCP@gmail.com, with instructions on how you can confirm your account. Once you click on the link on the email to validate your account, you will be able to personalise your experience.

[Back to Personalisation](#)

Step 4:

To complete the Personalisation Registration process, click on the hyperlink in the body of the email. This will open the **Register a new OnePass Profile** form.

This e-mail was sent automatically by Checkpoint in response to your request to create a personalised profile.

Please [click here to complete](#) the registration of your personalised profile.
If the above link doesn't work, please copy and paste the following URL into the browser:

<https://onepass.thomsonreuters.com/v2/new/create?regid=janedohcp@gmail.com:rUtJrteCOB&productid=CPAU&Email=JaneDohCP@gmail.com&fn=Jane&ln=Doh&returnTo=http://www.checkpointau.com.au/maf/app/authentication/logmein>

Please contact Customer Help Desk on 1300 133 041 for password and technical assistance.

Step 5:

To **Register a new OnePass Profile**, enter your choice for username and password into the appropriate fields and confirm your new password. Choose a security question and click **Create Profile**.



Register a new OnePass Profile

Register for a new Profile within OnePass by entering the information below.

Your Information

First Name

Last Name

Email Address

Confirm Email Address

Alternate Email Address(es) (Optional)

Username and Password

Username

Password

Confirm Password

Security Question

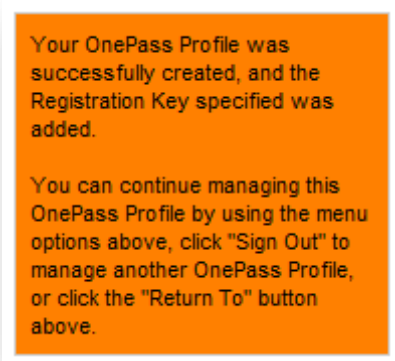
If you forget your OnePass username or password, we will ask you this question

What is your city of birth?

Answer

Step 6:

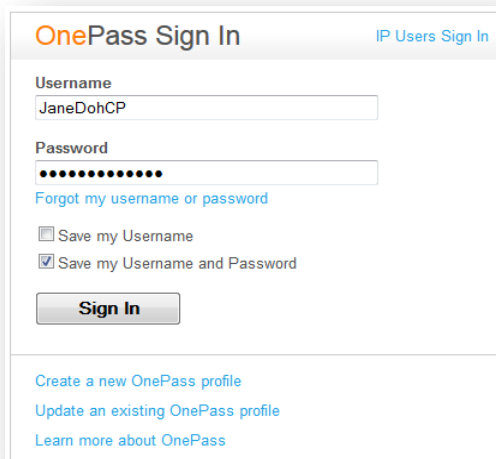
An **information box** will appear to confirm your profile has been created. You can then **return to** Checkpoint www.checkpointau.com.au to sign in and continue personalising your account.



Step 7:

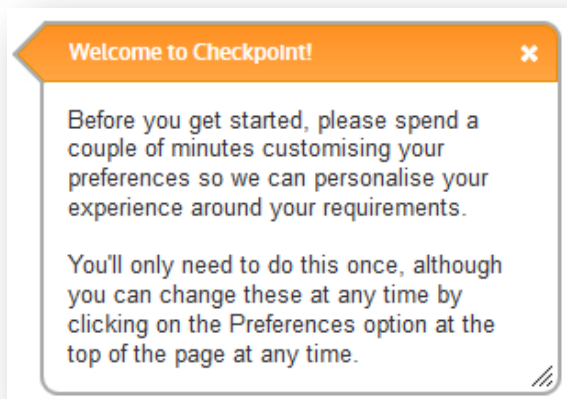
Enter your **username and password** and click **Sign In**.

Tip: Once you have created a personalised IP Profile we recommend you tick the **Save my Username and Password** check box with your username and password entered then click **Sign In**. This will ensure you are seamlessly logged in to your personalised IP Profile in future without having to enter your details.



Step 8:

You will then be requested to validate **your preferences**.



Step 9: The **My Preferences** page will be displayed. Select your preferences and click the **Update** button.

Note: You can change your preferences at any time by clicking on the Preferences menu option located on the top orange toolbar.

My Preferences

Account details

Email:

Timezone:

General

Which do you want to be the starting point of Checkpoint: Home Research Tools

Search Results per page (only applicable to Document List view): 10 25 50

Terms in Context (number of extracts): 1 2 3 4

Research Browse by: Content Type Product Subject Area

Search Results view: Least Most

Delivery Options

Default output Options: Display Status Indicators Highlight Search Terms Include Live Links Include Summary Page Include History Notes Include Footnotes

Default attachment: HTML PDF Word

Jurisdiction

Site Wide Jurisdiction of Precedence: Australia New Zealand

Administration

[Click here](#) to view Contacts in your account and manage contact groups


Password

[Click here](#) to change your password.

UPDATE

Option 3: Log Me In

If you have previously set up a Checkpoint profile and personalised your account preferences, choose **I already have a profile created** and click the **Log Me In** button.

 **I already have a profile created**

Even easier, simply log in and we can set your environment to your previously set preferences.

LOG ME IN

This will display the **OnePass Sign In** box. Enter your details, click on the **Sign In** button and you will have immediate access to your personalised preferences and settings.

If you have forgotten your username and password, you click on the **Forgot my user name or Password link** to retrieve.

Tip: Once you have created a personalised IP Profile we recommend you tick the **Save my Username and Password** check box with your username and password entered then click **Sign In**. This will ensure you are seamlessly logged in to your personalised IP Profile in future without having to enter your details.



OnePass Sign In [IP Users Sign In](#)

Username

Password

[Forgot my username or password](#)

Save my Username
 Save my Username and Password

[Create a new OnePass profile](#)
[Update an existing OnePass profile](#)
[Learn more about OnePass](#)