

IRS Professionals

The IRS has chosen CeriFi CPEDGE for your continuing education needs. This document serves as a guide to the CeriFi CPEDGE LMS and the steps needed to order and access courses through your account.

Register for a CPEDGE Account

Click [here](#) to access the **IRS Registration** page on **CeriFi CPEDGE**.

To register, follow the below steps and then click the **Register Now** button:

1. Enter your full IRS email address in the **Email Address** field. IRS email addresses are only accepted.
2. Enter your full first name as you want it to appear on your certificates of completion in the **First Name** field.
3. Enter your last name as you want it to appear on your certificates of completion in the **Last Name** field.

After clicking the **Register Now** button, the **IRS Registration CPEDGE page** is displayed.

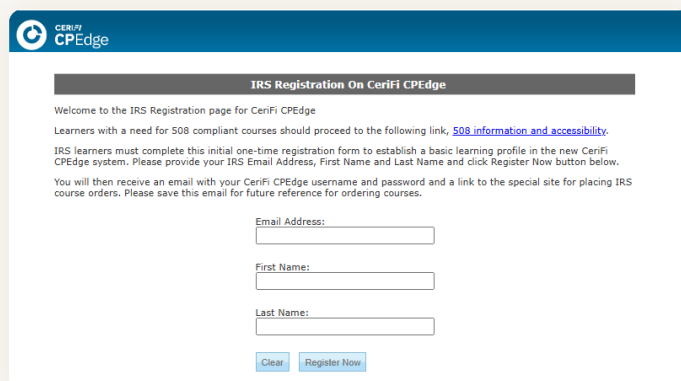
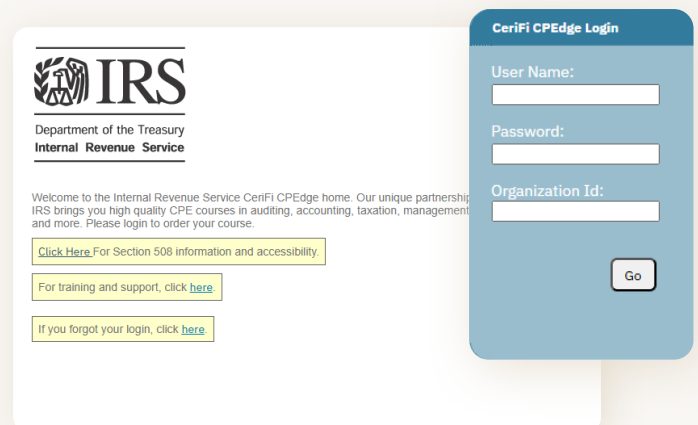
You will receive an email in your IRS inbox after the **IRS Registration CPEDGE page** is displayed. Click the link as stated in the email “Click [here](#)” to go to the **IRS CPEDGE Login** page. Please remember the username and temporary password provided in the Registration Confirmation email to login to your account.

Log In to Your CPEDGE Account

To login to your CPEDGE account, you can refer to the Registration Confirmation email or click [here](#) for access to the IRS CPEDGE site.

To log in to your CPEDGE Account from the IRS CPEDGE Login page, do the following:

1. **Username** – Enter your username (your full IRS email address).
2. **Password** – Enter your provided password from the **Registration Confirmation Email**.

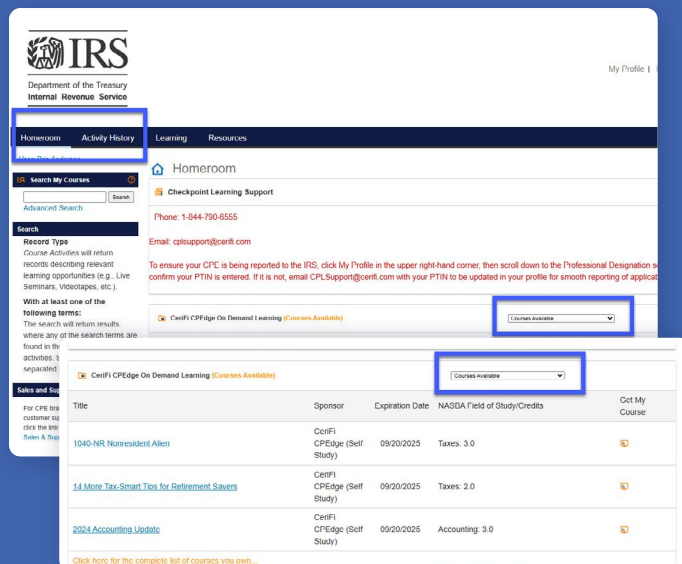


Navigating Your CPEdge Account

Cerifi CPEdge LMS allows you to launch courses and store certificates of completion.

The **Main Menu** tabs are located across the top of the page. The tabs relevant to you are:

- **Homeroom** – The **Homeroom** tab is your landing page upon login. It displays the **In-Progress** section and the **Cerifi University On Demand Learning (Courses Available)** section. Click the respective heading to view the full list of in-progress programs or to see the full list of online courses available to you through Cerifi CPEdge.
- **Activity History** – The **Activity History** tab displays your history; the list of programs you have completed through your Cerifi CPEdge account. This tab also stores your electronic Cerifi CPEdge certificates of completion.
- **Certificates & Documents** – Is the location to store for third party documentation.
- **Search My Courses** – Enter topics, keywords or part of a title to search for a course. Click the **Search** button for your results. Click the course title from your results to view the description or to launch the course.
- **Courses Available** – This drop down displays the courses that are available for you to launch. Select **Courses Requested** from this drop-down menu to display the courses you have request and been approved to complete. Launch or cancel course requests from this section.



Upon login to your CPEdge account, you land on the **Homeroom** tab. Your **Homeroom** displays an **In-Progress** and **Cerifi CPEdge On Demand Learning (Courses Available)** section.

- **In-Progress** – Lists the programs you have launched but not yet completed. Click the **Launch** button to launch online formatted programs. (Note: Download formatted programs will be found on your computer and will display with no launch button on the **Homeroom** tab in the **In-Progress** section).
- **Cerifi CPEdge On Demand Learning (Courses Available)** – Lists programs available to you.

Note: Disable any pop-up blockers prior to clicking the launch button.

CPEdge Online Courses Order Process

Search for CPEdge courses by entering a topic such as; tax, individual tax, or ethics, in the **Search My Courses** field from the left side panel or by selecting **Courses Available** from the drop-down menu. Your search results will display.

From your search results, order the course which initiates the request for approval from your Coordinator. Once approved, the course will be accessible to you on your **Homeroom** tab in the **Cerifi CPEdge On-Demand Learning** section.

To order the course from your search results, do the following:

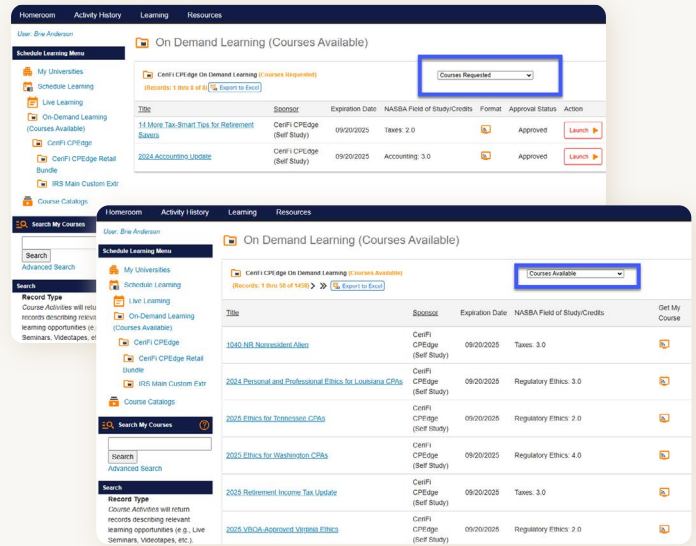
1. Click the title of the desired course. The **Course Profile** is displayed.
2. In the **Coordinator** section, do the following:
 - **Business Unit** – Select your business unit from the drop-down menu.
 - **Select Coordinator** – Select your Coordinator from the drop-down menu.
3. Click the **Submit** button. The **Course Registration** page is displayed.

After submitting your course order, a confirmation email is sent to you reviewing the course order details. You will receive either an approval or rejection email from your Coordinator. Please follow the directions as stated in the respective email.

Launching CPEDGE Online Courses

To launch a CeriFi CPEDGE online course, do the following:

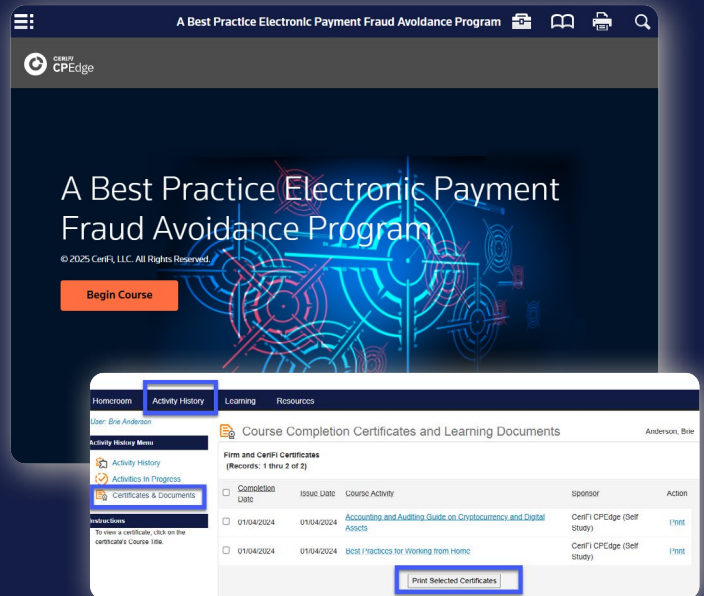
1. From the **Homeroom** tab, in the **CeriFi CPEDGE On Demand Learning (Courses Available)** section, select **Courses Requested** from the drop down menu. The list of requested courses is displayed.
2. The **CeriFi CPEDGE On Demand Learning (Courses Requested)** page is displayed.
3. Click the **Launch** button of the desired course. The course displays in a new window.



Navigating CeriFi Online Courses

CeriFi courses display in their own window and have the following elements:

- **Retractable Outline** – Expanding the outline enables you to jump to a particular chapter or view which chapters you have completed.
- **Search** – Enables you to search for a word, concept, or term.
- **Glossary** – Displays the key terms used within the course.
- **Tools** – Displays a calculator tool and/or other applicable course-related tools.
- **Bookmarks** – Enables you to bookmark a specific section within the course. You can review these bookmarked places before during and after you have completed the course.
- **Transcript** – Displays any dialogue within a course.
- **Help** – Enables the Help tool within the course.
- **Print** – Enables you to print any or all sections of the course including **Glossary**.
- **Certificate** – Displays the certificate of completion earned for completing the course with a passing grade of 75% or better.
- **Exit** – Enables you to stop the course where you are and exit the course. You can launch the course again and start where you left off.



How to Locate Certificates of Completion

Certificates of completion are in the Activity History tab under Certificates and Documents. To locate your certificates, do the following:

1. From the **Activity History** tab, click **Certificates & Documents** from the left-side panel.
2. Select the checkbox of each certificate you want to print, then click the **Print Selected Certificates** button.



Support Information

Customer support for IRS Learners

Phone: 1-844-245-5970

Email: cpedgesupport@cerifi.com