

Coordinator Guide

How to Login

As an IRS Coordinator, your Coordinator account in CPEdge has already been created for you. You do not have to register for an IRS Coordinator account. To login to your **IRS Coordinator** account in CPEdge, you will enter the following three credentials under the CPEdge Login page:

- **Username:** FirstName.LastName
Note: Your username is your IRS email address only. For example: brianna.anderson@irs.gov
- **Password:** password
- **Organization ID:** IRSMain
Note: Only Coordinators use this organization ID. This is what distinguishes you as a Coordinator. Learners leave this blank when logging into their homeroom).

CeriFi CPEdge Login

User Name:

Password:

Organization Id:

Go

How to Run Reports

As a coordinator, you can run reports on the courses your professionals have completed. CPEdge has ad hoc reports that you can customize and save. Once run, the reports can be exported to Microsoft® Excel.

- To view the list of courses your staff have completed, use the Course Completion Report.
- Click the Preview icon under the Action column on the Course Completion Report.

Note: Once the report is displayed, you can export it to Excel by clicking the Export drop-down menu button.

ACTION	REPORT NAME	DESCRIPTION
	Average Number of Attendees per Course	Create a report for the average number of attendees and direct deposits issued based on the organizations in-house courses.
	Course "Starts" Report	Create a report based on launched on-demand courses.
	Course Completion Report	Create reports based on on-demand course activities that have been completed by professionals.
	Course InProgress-Completions	Lists CPEdge courses that have started but not completed and course completions.

Columns To Display: Username, Completion Date, Cours Professional View Report

Course Title: Completion Date: 1/1/2025

End Date: 2/2/2026

1 of 2 ?

100%

Export

Completion Date	Course Title	Credits	Course ID	Professional	Username	NASBA Field Of Study	Title	Office
1/1/2025 4:11:19 AM	Professional Skepticism	1.0	CLPRSK	Corbi Shook	Corbi.A.Shook@irs.gov	Auditing		
1/1/2025 4:24:40 AM	Essential Coaching Skills	1.0	CLESKS	Corbi Shook	Corbi.A.Shook@irs.gov	Personal Development		
1/1/2025 4:35:05 AM	Employee or Independent Contractor	1.0	CLICON	Corbi Shook	Corbi.A.Shook@irs.gov	Taxes		
1/1/2025 4:47:56 AM	Choice of Business Entity - LLCs, LLPs, and LLLPs	1.0	CLBUS3	Corbi Shook	Corbi.A.Shook@irs.gov	Taxes		
1/1/2025 4:59:02 AM	Choice of Business Entity - Proprietorships	1.0	CLBUS1	Corbi Shook	Corbi.A.Shook@irs.gov	Taxes		
1/1/2025 5:09:42 AM	Choice of Business Entity - S Corporations	1.0	CLBUS4	Corbi Shook	Corbi.A.Shook@irs.gov	Taxes		
1/1/2025 5:21:15 AM	Choice of Business Entity for Real Estate Investment	1.0	CPNTTY	Corbi Shook	Corbi.A.Shook@irs.gov	Taxes		
1/1/2025 10:53:50 AM	Harassment in the Workplace	1.0	CLHAR1	Cindy Xu	cindy.xu@irs.gov	Business Law	Title	Office
1/1/2025 12:57:25 PM	Form 1120 - Balance Sheet and Other	1.0	CP12BS	Mark Knightlinger	mark.knightlinger@irs.gov	Taxes	Title	Office

Customer support for IRS Learners

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