

CCH Study MATE Step-by-Step Instructions

Welcome to CCH Study MATE!

The screenshot shows the CCH Study MATE website interface. At the top left is the logo for CCH Study MATE™, a Mentor for Accounting and Tax Education. Navigation links for Home, Log In, and Register are in the top right. A Technical Support contact number (866 798-5897) and email (support@learning.net) are also present. The main content area is titled 'Welcome to Study MATE.' and includes a paragraph describing the platform's benefits. To the right is a 'Member Login' form with fields for User Name and Password, and buttons for 'Forgot Password?' and 'Login'. Below the login form is a 'New Users:' section with two columns of instructions. The left column is for users with an access code, and the right column is for users who want to purchase a library. Each column has a list of four steps. Below these instructions are two columns of sign-up buttons for 'Students' and 'Professors'. The bottom section is titled 'Libraries' and features two library cards: 'Fundamental Tax Topics' and 'Forensic Accounting Topics'. Each card has an 'ENROLL NOW' button and a 'view details' button. The price for both is 'Free to CCH textbook users' and '\$39.95 to purchase this library' for all others. At the very bottom, there are navigation links (Home, My Courses, User Info, Login, Register) and a copyright notice for © 2007, CCH INCORPORATED.

CCH® StudyMATE™
Mentor for Accounting and Tax Education

Home Log In Register

HOME > Technical Support
866 798-5897 • support@learning.net

Welcome to Study MATE.

CCH® Study MATE™ provides a new and exciting way to expand your knowledge of taxes, auditing, and accounting. The courses are designed with web learning in mind, so you can navigate your way through them independently—at your own pace and when you have the time. Each course provides examples, observations, and study questions to help you further develop your knowledge. Each course also includes helpful tools, such as a glossary of terms, a course outline for easy navigation, and a link to the course pdf that can be printed for offline reading. Think of Study MATE as your own personal study partner. Let's get started!

Already enrolled?

Member Login

User Name:

Password:

[Forgot Password?](#)

New Users:

If you have an **access code** (provided with your CCH textbook)...

- Whether you are a professor or student, register for an account by clicking on the appropriate sign up box.
- Click on "Yes, I have a coupon code" and enter your coupon code in the box to enroll in the Fundamental Tax Topics library.
- Click on "My courses" to view the courses available.
- Complete the courses in the library.

If you want to **purchase** a topic or entire library...

- Whether you are a professor, student, or practitioner, register for an account by clicking on the appropriate sign up box.
- At the libraries page, click "view details" to see a list of course available for that library or click "enroll now" to enroll in the entire library.
- Pay for the courses using a credit card.
- Complete the courses you purchased.

Students
» Sign up here if you are a student.

Professors
» Sign up here if you are a professor

Students
» Sign up here if you are a student.

Professors
» Sign up here if you are a professor

Practitioners
» Other members may sign up here.

Libraries

To view a list of courses available, click a library title below.

Fundamental Tax Topics
(click here to enroll in the entire library)

Our Bundle Price:
Free to CCH textbook users
All others: \$39.95 to purchase this library

Forensic Accounting Topics
(click here to enroll in the entire library)

Our Bundle Price:
Free to CCH textbook users
All others: \$39.95 to purchase this library

[Home](#) | [My Courses](#) | [User Info](#) | [Login](#) | [Register](#)

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First time users will need to register for a free account before accessing the courses. To register for a free account, click on the appropriate sign up box on the welcome page under New Users. See screen shot above.

You will be brought to the registration screen. See below for the appropriate registration screen and instructions. Professor instructions begin on page 5 and practitioner instructions begin on page 8.

Students: Enter the information in the form. Make sure you choose a user name and password that you will remember. Write your user name and password on your Study MATE information card if you have one. After choosing a school, the professor name box changes to show the professors listed for that school. If either school or professor are not listed in the drop-down boxes, you can choose “other” and type in the name yourself. *Caution:* Choosing “other” causes your registration to be entered into a generic category and your professor will not be able to view your test scores. If you are taking the course for credit, look carefully for your school name and professor name before choosing “other.” Click continue to submit your form.

Student Registration

Items marked with * are required to grant access to the system.

* First Name: MI: * Last:

You must enter a valid email address to access this system.

* Email:

Please choose a User Name you will remember:

* User Name:

Please choose a password you will remember:

* Password: (minimum 4 characters)

* Confirm Password:

Address:

City:

State:

Zip/Postal Code:

Country:

Phone: () - Ext.

* School Name:

* Professor Name:

Northwest Technical Colleg
Northwestern Oklahoma State University
Northwestern State University of LA
Northwestern University
Northwood University
Norwalk Community College
Norwich University
Nova Southeastern University

Dana Roark
Mark Patzkowski
Other (Professor Not Listed)

After filling out the registration form, you will be asked if you have a coupon code. Coupon codes for students are provided on cards bound inside each textbook. If you do not have a code, you can request one via email at studymate@cch.com. All requests will be verified. Student requests should include your name, professor's name, school, and textbook.

The screenshot shows the CCH StudyMATE registration page. At the top left is the logo "CCH StudyMATE™" with the tagline "Mentor for Accounting and Tax Education". To the right are navigation links: "Home", "My Courses", "User Info", and "Log Out". Below the navigation is a breadcrumb "HOME > REGISTER" and "Technical Support" information: "866 798-5897 • support@learning.net". The main content area asks "Do you have a coupon code?" (provided with your CCH textbook) and offers two blue buttons: "YES, I have a coupon code" and "NO, I do not have a coupon code".

If you respond “no,” you will be brought to a payment screen.

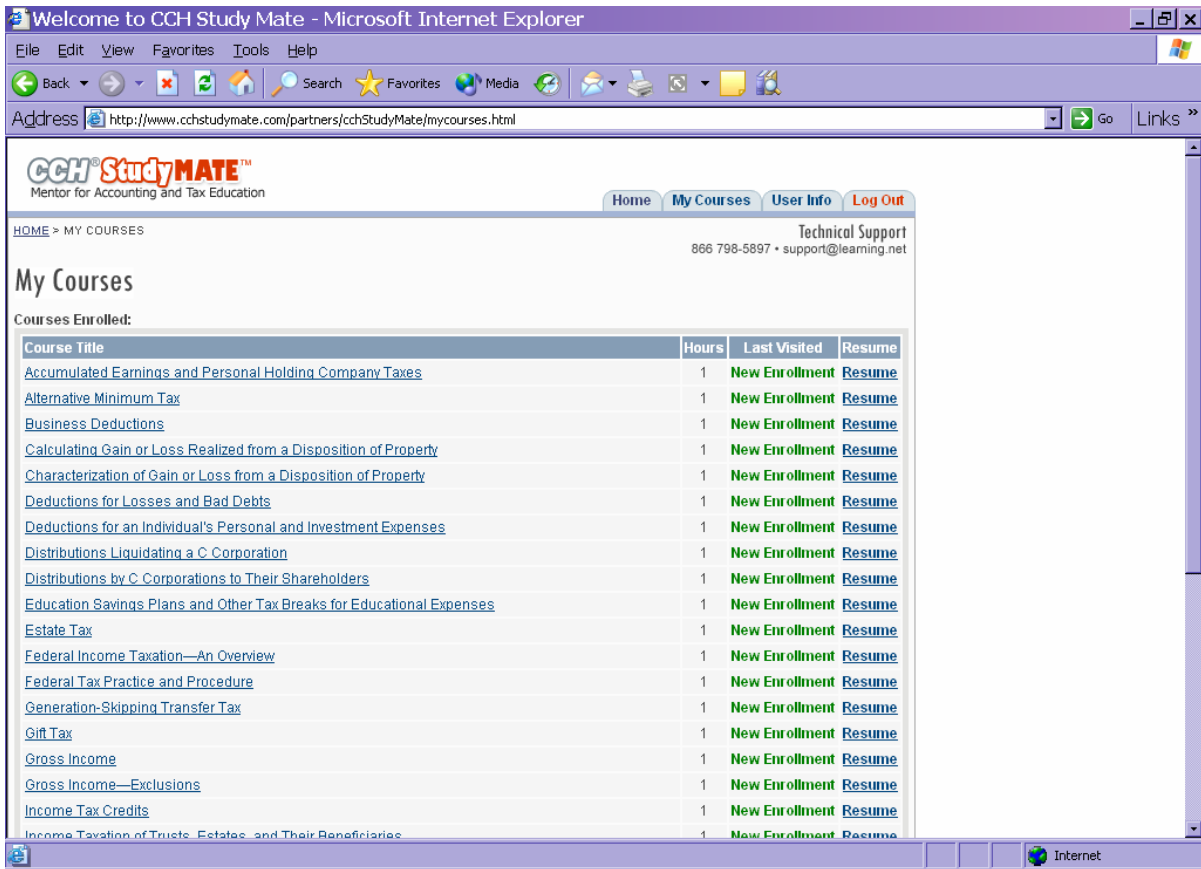
Respond “yes” and enter the code as shown below and click submit. Codes are case sensitive. You will need to enter the code exactly as it appears on your Study MATE information card. Some codes contain a combination of numbers and letters. Make sure you are not confusing a lowercase l for the number 1.

This screenshot shows the same registration page as above, but with a form for entering a coupon code. The question "Do you have a coupon code?" is still present. The "YES, I have a coupon code" button is highlighted. Below it is a text input field with the label "Enter your code here: CCHSM_" and the value "CCH:001_1F4KI". A "Submit" button is to the right of the field. A note below the field states: "* If you are a student, your coupon code may not begin with 'CCHSM_'". The "NO, I do not have a coupon code" button is also visible.

You are now registered:

The screenshot shows the registration page after completion. The main heading is "Thank You." Below it, the text reads: "You are now enrolled in the Fundamental Topics Library. To continue, see My Courses to view your list of courses." A blue button labeled "MY COURSES" is centered at the bottom of the main content area. The navigation and support information at the top remain the same.

Click on “My Courses” to view course list:



The screenshot shows a Microsoft Internet Explorer browser window displaying the CCH StudyMate website. The address bar shows the URL: <http://www.cchstudymate.com/partners/cchStudyMate/mycourses.html>. The website header includes the CCH StudyMate logo and navigation links: Home, My Courses, User Info, and Log Out. Below the header, there is a breadcrumb trail: HOME > MY COURSES. The main content area is titled "My Courses" and lists "Courses Enrolled:" in a table. The table has four columns: Course Title, Hours, Last Visited, and Resume. Each row represents a course with a "New Enrollment" status and a "Resume" link.

Course Title	Hours	Last Visited	Resume
Accumulated Earnings and Personal Holding Company Taxes	1	New Enrollment	Resume
Alternative Minimum Tax	1	New Enrollment	Resume
Business Deductions	1	New Enrollment	Resume
Calculating Gain or Loss Realized from a Disposition of Property	1	New Enrollment	Resume
Characterization of Gain or Loss from a Disposition of Property	1	New Enrollment	Resume
Deductions for Losses and Bad Debts	1	New Enrollment	Resume
Deductions for an Individual's Personal and Investment Expenses	1	New Enrollment	Resume
Distributions Liquidating a C Corporation	1	New Enrollment	Resume
Distributions by C Corporations to Their Shareholders	1	New Enrollment	Resume
Education Savings Plans and Other Tax Breaks for Educational Expenses	1	New Enrollment	Resume
Estate Tax	1	New Enrollment	Resume
Federal Income Taxation—An Overview	1	New Enrollment	Resume
Federal Tax Practice and Procedure	1	New Enrollment	Resume
Generation-Skipping Transfer Tax	1	New Enrollment	Resume
Gift Tax	1	New Enrollment	Resume
Gross Income	1	New Enrollment	Resume
Gross Income—Exclusions	1	New Enrollment	Resume
Income Tax Credits	1	New Enrollment	Resume
Income Taxation of Trusts, Estates, and Their Beneficiaries	1	New Enrollment	Resume

Click on the course you wish to take.

Professors: Fill out the form and enter your school name from the drop-down box. If the school name is not listed, choose “other” and type in the school name. Please use the full name of the school rather than the acronym.

Professor Registration

Items marked with * are required to grant access to the system.

* First Name: MI: * Last:

You must enter a valid email address to access this system.

* Email:

Please choose a User Name you will remember:

* User Name:

Please choose a password you will remember:

* Password: (minimum 4 characters)

* Confirm Password:

Address:

City:

State:

Zip/Postal Code:

Country:

Phone: () - Ext.

* School Name:
Abilene Christian University
Adams State College
Adelphi University
Adrian College
Ajman University of Science and Technology
Alabama A&M University
Alabama State University

After filling out the registration form, you will be asked if you have a coupon code. Professor codes are sent via email after you adopt the textbook for your class. If you do not have a code, you can request one via email at studymate@cch.com. All requests will be verified. Professor requests should include your name, school, and textbook.

The screenshot shows the CCH StudyMATE website interface. At the top left is the logo "CCH StudyMATE™" with the tagline "Mentor for Accounting and Tax Education". To the right are navigation links: "Home", "My Courses", "User Info", and "Log Out". Below the navigation is a breadcrumb trail "HOME > REGISTER" and "Technical Support" information: "866 798-5897 • support@learning.net". The main content area asks "Do you have a coupon code?" with a subtext "(provided with your CCH textbook)". There are two blue buttons: "YES, I have a coupon code" and "NO, I do not have a coupon code".

If you respond “no,” you will be brought to a payment screen.

Respond “yes” and enter the code as shown below and click submit. Codes are case sensitive. You will need to enter the code exactly as it appears in the email message. Some codes contain a combination of numbers and letters. Make sure you are not confusing a lowercase l for the number 1. *Note:* Professor codes may look different from the sample code below.

This screenshot is identical to the previous one but includes a form for entering a coupon code. The text "Enter your code here: CCHSM_" is followed by a text input field containing "CCH:001_1F4KI" and a "Submit" button. Below the input field is a note: "* If you are a student, your coupon code may not begin with 'CCHSM_'." The "NO, I do not have a coupon code" button is still visible at the bottom.

You are now registered:

The screenshot shows the "Thank You." message on the CCH StudyMATE website. The navigation and header information are the same as in the previous screenshots. The main content area says "Thank You." and "You are now enrolled in the Fundamental Topics Library." Below this, it says "To continue, see My Courses to view your list of courses." and features a blue button labeled "MY COURSES".

Click on “My Courses” to view course list:

The screenshot shows a Microsoft Internet Explorer browser window displaying the CCH StudyMate website. The address bar shows the URL: <http://www.cchstudymate.com/partners/cchStudyMate/mycourses.html>. The website header includes the CCH StudyMate logo and navigation links for Home, My Courses, User Info, and Log Out. Below the header, there is a breadcrumb trail: HOME > MY COURSES. The main content area is titled "My Courses" and lists "Courses Enrolled:" in a table. The table has four columns: Course Title, Hours, Last Visited, and Resume. Each row represents a course with a duration of 1 hour and a "New Enrollment" status. The "Resume" column contains a link for each course.

Course Title	Hours	Last Visited	Resume
Accumulated Earnings and Personal Holding Company Taxes	1	New Enrollment	Resume
Alternative Minimum Tax	1	New Enrollment	Resume
Business Deductions	1	New Enrollment	Resume
Calculating Gain or Loss Realized from a Disposition of Property	1	New Enrollment	Resume
Characterization of Gain or Loss from a Disposition of Property	1	New Enrollment	Resume
Deductions for Losses and Bad Debts	1	New Enrollment	Resume
Deductions for an Individual's Personal and Investment Expenses	1	New Enrollment	Resume
Distributions Liquidating a C Corporation	1	New Enrollment	Resume
Distributions by C Corporations to Their Shareholders	1	New Enrollment	Resume
Education Savings Plans and Other Tax Breaks for Educational Expenses	1	New Enrollment	Resume
Estate Tax	1	New Enrollment	Resume
Federal Income Taxation—An Overview	1	New Enrollment	Resume
Federal Tax Practice and Procedure	1	New Enrollment	Resume
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Gift Tax	1	New Enrollment	Resume
Gross Income	1	New Enrollment	Resume
Gross Income—Exclusions	1	New Enrollment	Resume
Income Tax Credits	1	New Enrollment	Resume
Income Taxation of Trusts, Estates, and Their Beneficiaries	1	New Enrollment	Resume

Click on the course you wish to take.

Practitioners: This form should be used by anyone who wishes to purchase a course or a library of courses and does not have a school affiliation.

The screenshot shows the CCH StudyMATE registration page. At the top left is the logo "CCH StudyMATE™" with the tagline "Mentor for Accounting and Tax Education". On the top right, there are navigation links: "Home", "Log In", and "Register". Below the logo, the breadcrumb "HOME > REGISTER" is visible. On the right side, there is contact information for "Technical Support": "866 798-5897 • support@learning.net". The main heading is "Register" followed by a sub-heading "General Registration". A note states: "Items marked with * are required to grant access to the system." The form fields include: "* First Name:" with a text box, "MI:" with a small text box, "* Last:" with a text box, "You must enter a valid email address to access this system.", "* Email:" with a text box, "Please choose a User Name you will remember:", "* User Name:" with a text box, "Please choose a password you will remember:", "* Password:" with a text box and "(minimum 4 characters)", "* Confirm Password:" with a text box, "Address:" with two stacked text boxes, "City:" with a text box, "State:" with a dropdown menu showing "Please Select", "Zip/Postal Code:" with a text box, and "Country:" with a dropdown menu showing "United States".

After filling out the registration form, you will be asked if you have a coupon code.

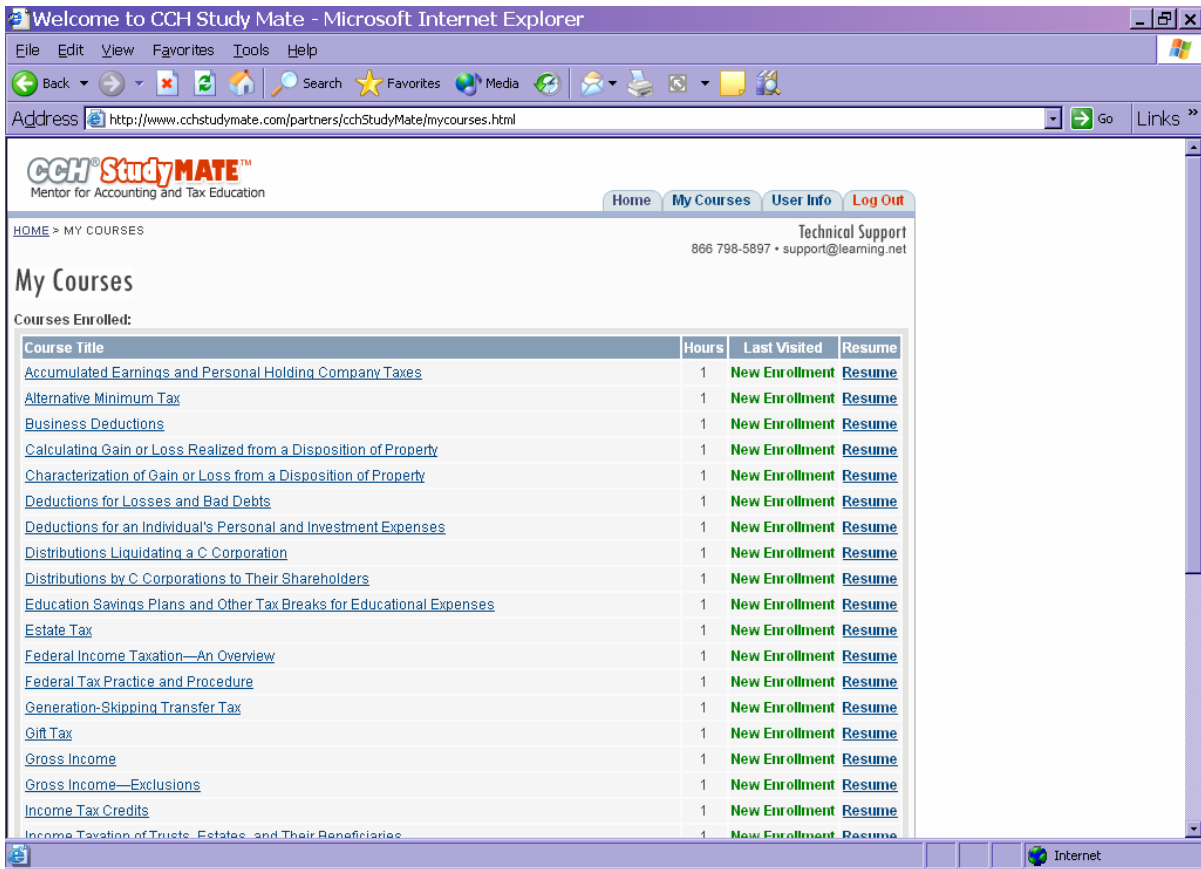
The screenshot shows a prompt asking "Do you have a coupon code?" with the subtext "(provided with your CCH textbook)". There are two blue buttons: "YES, I have a coupon code" and "NO, I do not have a coupon code". The page layout is consistent with the previous screenshot, showing the CCH StudyMATE logo, navigation links, and contact information.

Respond "no," you will be brought to a payment screen. Fill out the payment form to purchase your course or the library of courses.

You are now registered:

The screenshot shows a "Thank You." message. The text reads: "You are now enrolled in the **Fundamental Topics Library**." and "To continue, see **My Courses** to view your list of courses." There is a blue button labeled "MY COURSES". The page layout is consistent with the previous screenshots, showing the CCH StudyMATE logo, navigation links, and contact information.

Click on “My Courses” to view course list:



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Click on the course you wish to take.