



ONESOURCE University Access

For your upcoming session, please login to ONESOURCE University based on the way you *originally* registered.

If you registered via <https://www.onesourcetax.com> > *University Tile*, please enter the same way for the session.

However, if you originally accessed ONESOURCE University via the direct URL, please use onesourceuniversity.thomsonreuters.com to enter.

Please note that each method is distinct, and you should always access one way or the other.

If you have trouble logging in, please contact OUhelp@thomsonreuters.com.

Verify your Session

The day before your session, we recommended that you login and verify that your class is listed in your *My Courses and Learning Plan*.

Once you enter ONESOURCE University, Click the hamburger dropdown menu in the upper left-hand portion of the screen



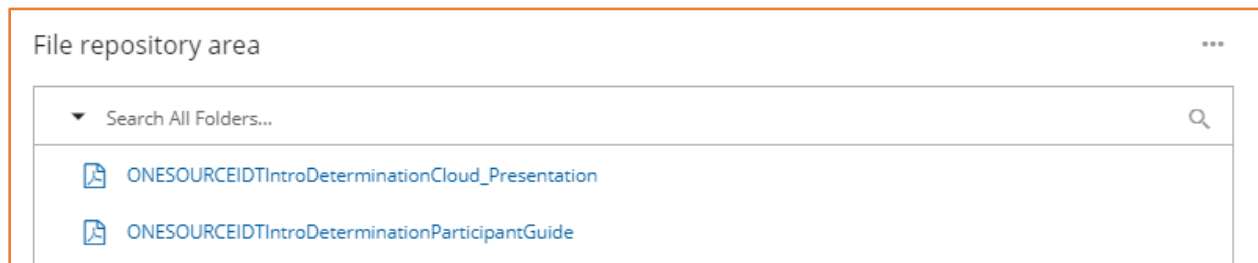
Select *My Courses and Learning Plan*. You should see the course title for your session. Note: You can also see the session title and launch it from *My Calendar*.

Click on your course title, and you will see the dates listed.



Download Training Materials

Once you have clicked the course title, you can also access the training materials. Please download the files listed in the File repository area by clicking on each. Please save to a location you can easily access during class (your desktop for example). If there is a workbook or participant guide, you may want to print it out or have available on a second screen to make any hands-on exercises easier.



Start your Session

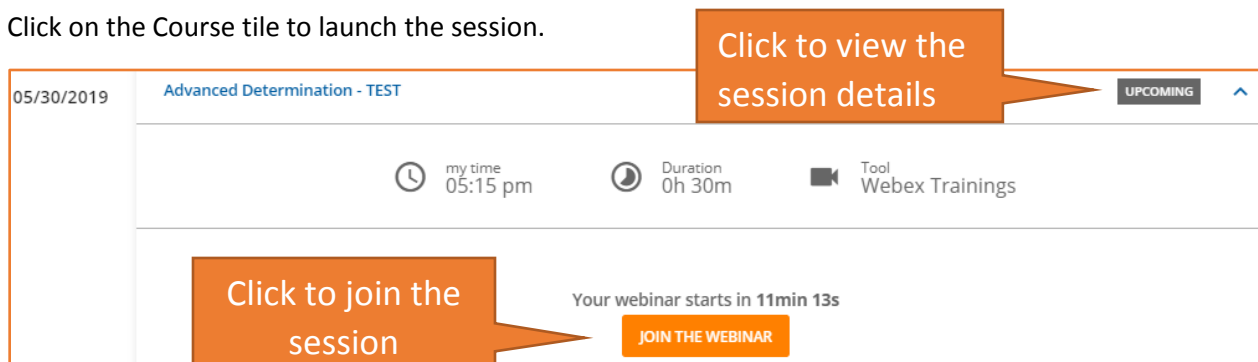
On the day of your training, you can log into the class 15 minutes before the session begins.

Once you have entered ONESOURCE University, Click the hamburger dropdown menu in the upper left-hand portion of the screen



Select *My Courses and Learning Plan*. You should see the course title for that day's session. Note: You can also see the session and launch it from *My Calendar*.

Click on the Course tile to launch the session.



Hope you enjoy the session!