How to Access the BNA Portfolios for Work in the SJSU MST Program

The focus of the instructions below is to access Portfolio #100, Tax Research. You should make time to see what else is available as you will find resources to help you with most of your MST studies.

First – the instructions to access the site through the SJSU King Library are here:

http://www.sjsu.edu/people/annette.nellen/website/ClassInfo.html#Access

Go to the link on the right – How to Access RIA, CCH and BNA

For CCH and BNA, you need your student ID and a PIN. If you do not have a PIN, follow the instructions to get one.

How to Access RIA, CCH, BNA and IRS Tax Research Tools

- CCH and BNA – need to access through the King Library website:
  - The database website asks for your name, library card or student ID and PIN.
  - If you do not have a pin, then follow these instructions here.
  - If you have any difficulty accessing CCH or BNA, contact (408) 808-2470 for assistance.

- RIA Checkpoint
  - How to obtain an RIA Checkpoint user id and password usable for the duration of your class - Click on this URL (http://rcomputer – at the King Library or ask Professor Nellen to assist you with this. Once you’ve provided the requested information, you will receive a PIN from any computer with Internet access (the URL for that is http://www.checkpoint.riaq.com). If your access expires, you will need to contact your account administrator.
  - Quick reference guide

- CCH IntelligentConnect (see instructions above about the library database access)
  - Quick tour/tutorial
  - Training Guide (no need to print; but instead refer to it as you use CCH)
  - Quick Start Guide
  - User Guides - various guides on how to do international research, create tables, and more

- BNA Tax Management Portfolios - Federal and Multistate (see instructions above about the library data

- To access other library databases including Lexis Nexus - click here.

- IRS - use the search and advanced search features (and the search tips) or try IRS Tax Map - MST study
  search, you’ll need to use a commercial tax research tool (see above)
When you click on the BNA link, it takes you to this screen:

Off Campus Access to SJSU Resources

Access to restricted SJSU resources from off campus is limited to currently enrolled SJSU Students, Faculty and Staff. Use of this system indicates digital format is subject to copyright law (U.S. Copyright Act, Pub. L. Section 108).

Please enter the following information:

Your Name: For example, type "Jane Smith" and tab or mouse down

SJSU ID or SJPIL Barcode: For example, type "001023671" or "31197..." and tab or mouse down

PIN: Enter or create your numeric library pin code

Forgot Your PIN?

SUBMIT

Once you enter the info, you get to (note, if you get a “my profile” page first, just click on the go to product button to get the following page):
The quickest way to get right to Portfolio #100 is to click on “Procedure and Administration” (in the middle column), which takes you to:

![U.S. Income Portfolios: Procedure and Administration](image)

When you click the + to the left of Portfolio 100, you get to the table of contents for it and then can easily do the assigned reading.

The quickest way to get to the portfolios on consolidated returns (such as for BUS 225S), click on “Corporate Returns and Computation of Tax.” Once you get to the desired portfolio and open it, you can use the “portfolio outline” (table of contents) towards the top of the page and arrow keys at the right side (← previous next →) to maneuver around and read and reread the text. The text also has links to the primary authority which you also always need to read!

Here is what a BNA portfolio looks like in paper:

![BNA Portfolio](image)