



# Link & Learn Taxes

## Practice Lab Job Aid for VITA/TCE Volunteers

### KEY MESSAGES

- Link & Learn Taxes is an e-learning option for practice, training and certification for VITA/TCE volunteers and SPEC employees.
- The Practice Lab is current year tax preparation software accessible through Link & Learn Taxes.
- The universal password is: **learntwo**
- Go to Create New User for a User ID.
- The Practice Lab enables users to prepare tax returns online for purposes of practice and testing.
- The Practice Lab is accessible from the following courses: Basic, Intermediate, Advanced, Military, International, and Puerto Rico.
- The Practice Lab is also accessible from the log in screen for the certification test.
- Safeguard your User ID.

### Introduction

This job aid was developed to provide Territory Managers, Tax Consultants and Partners information on use of the Practice Lab available on Link & Learn Taxes.

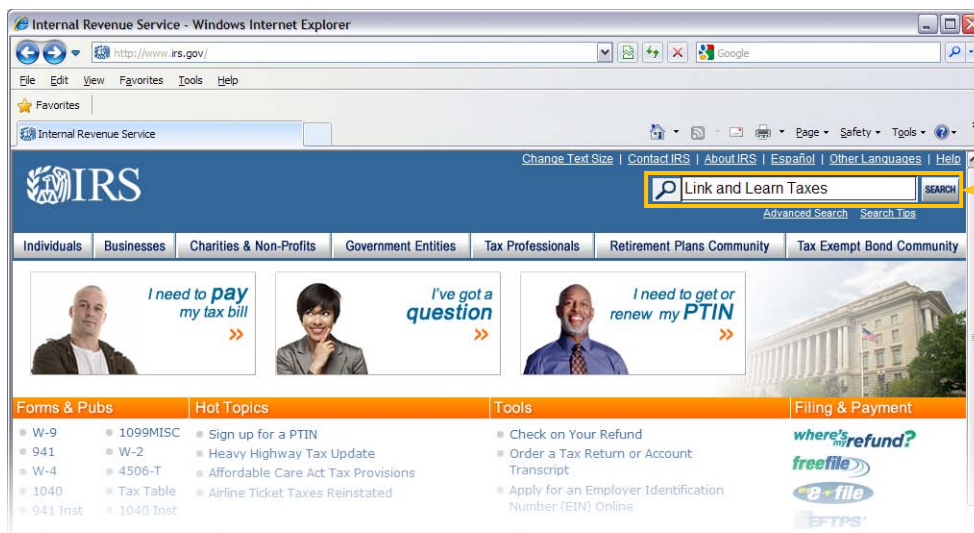
**Link & Learn Taxes**, linking volunteers to quality e-learning solutions, is the web-based learning program providing online training in tax return preparation. Volunteers can pick the time and place for training, available 24 hours a day.

**Practice Lab** is the electronic tax software that is integrated with Link & Learn Taxes. A link connects the student to tax preparation software which allows hands-on practice in preparing tax returns.



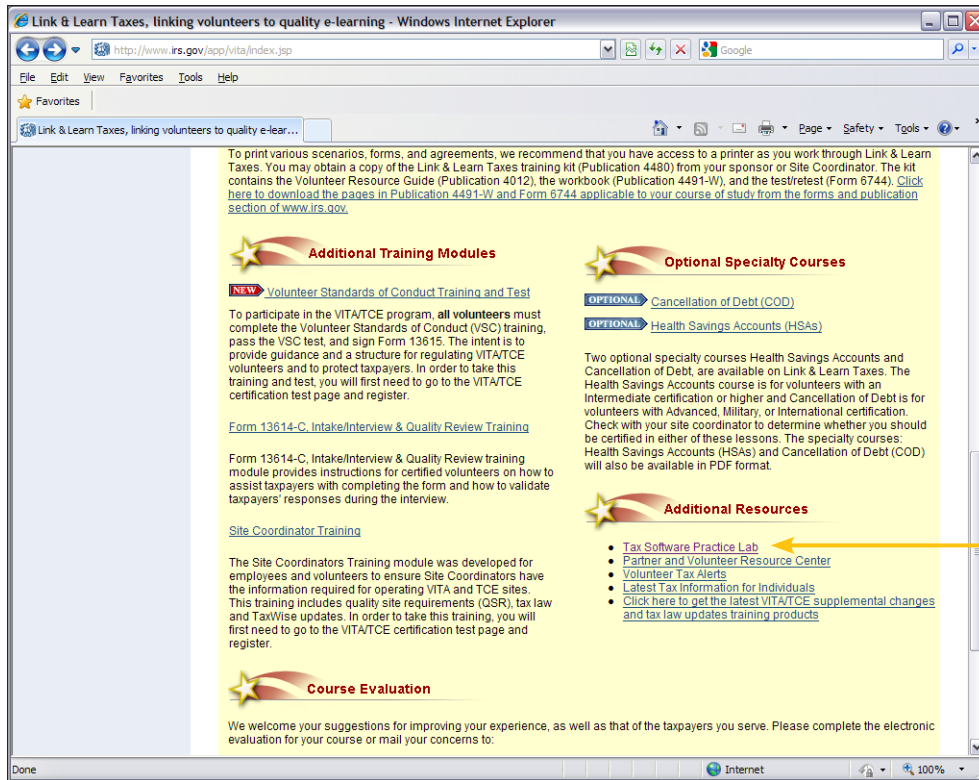
### Instructions for Accessing the Practice Lab

1. Open your Internet browser and go to [www.irs.gov](http://www.irs.gov)
2. Type in the search box – Link & Learn Taxes. Click the Link & Learn Taxes links to get to the Link & Learn Taxes home page ([www.irs.gov/app/vita/](http://www.irs.gov/app/vita/)).

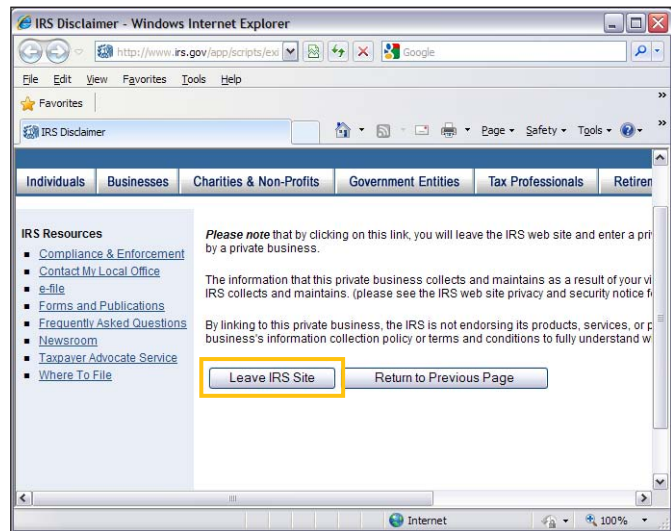


Search: Link & Learn Taxes on [www.irs.gov](http://www.irs.gov)

- On the home page scroll down to “Additional Resources” and click the link for the Tax Software Practice Lab.



- Select “Leave IRS Site” button.  
Proceed with Logging in to the Practice Lab instructions on page 5.

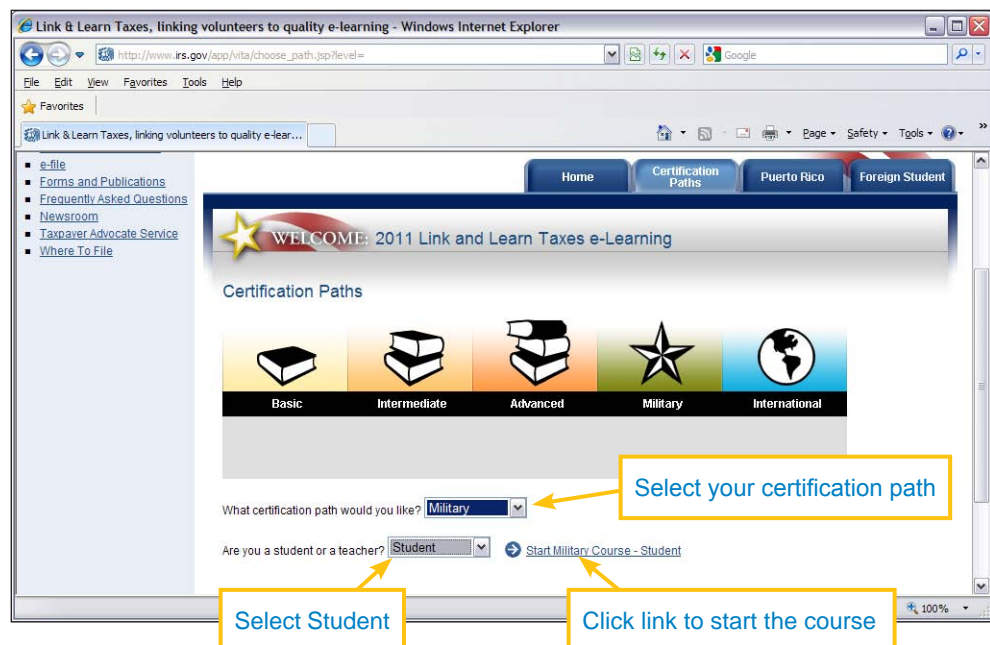


## Another Method for Accessing the Practice Lab

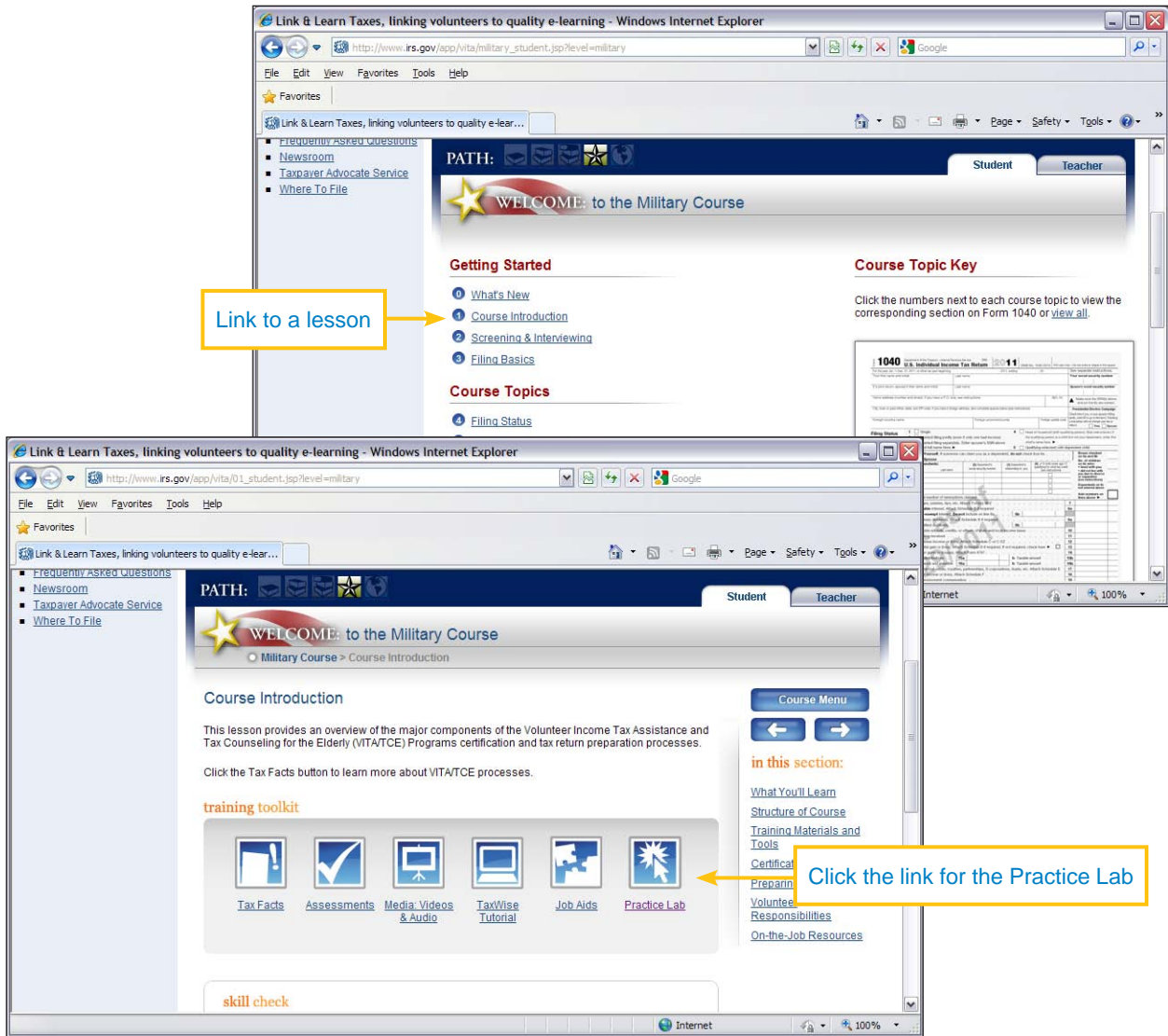
1. Open your Internet browser and go to [www.irs.gov](http://www.irs.gov)
2. Type in the search box – Link and Learn Taxes. Click the links to get to the Link & Learn Taxes home page ([www.irs.gov/app/vita/](http://www.irs.gov/app/vita/)).
3. From the Link & Learn Taxes home page, click the Certification Paths tab.



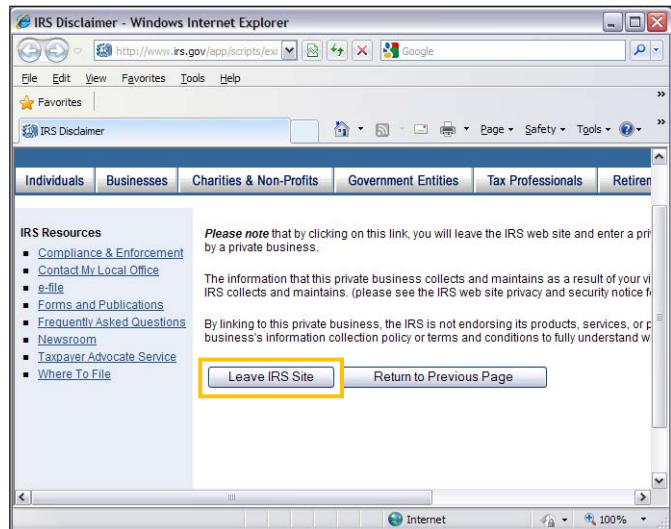
4. In the first drop-down menu, select your chosen certification path: Basic, Intermediate, Advanced, Military, or International.
5. In the next drop-down menu, select Student
6. Click the link for starting the course



7. Next, click the link for Course Introduction (or any lesson from 1-34) and you will see the icon (link) for the Practice Lab.

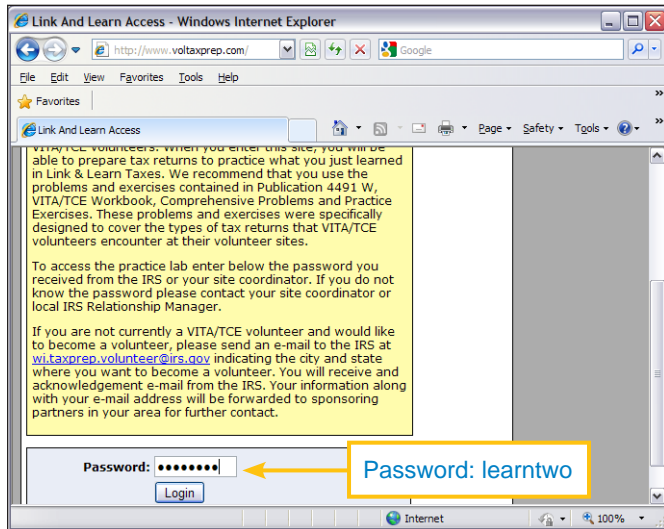


8. After clicking the Practice Lab link, click the button Leave IRS Site.

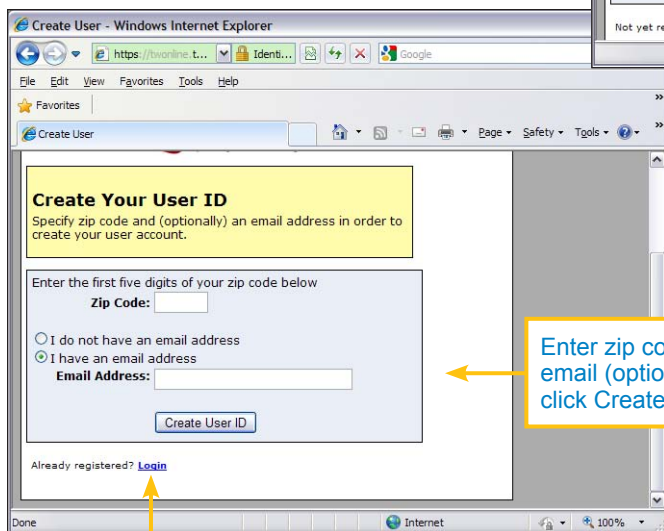
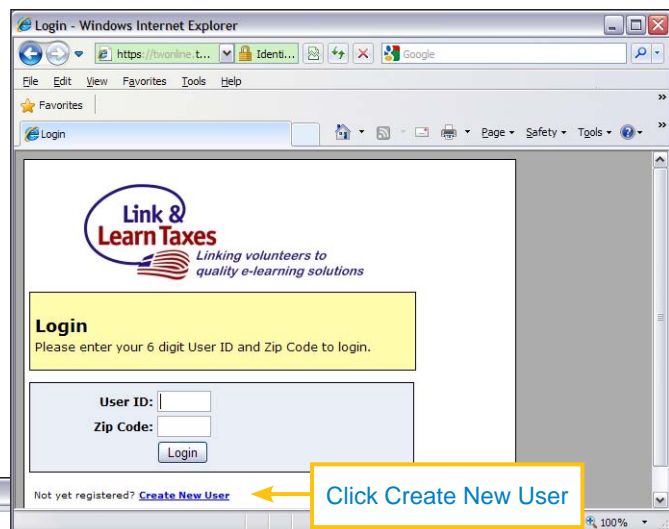



# Logging in to the Practice Lab

1. Enter the universal password: learntwo (no spaces, lowercase)



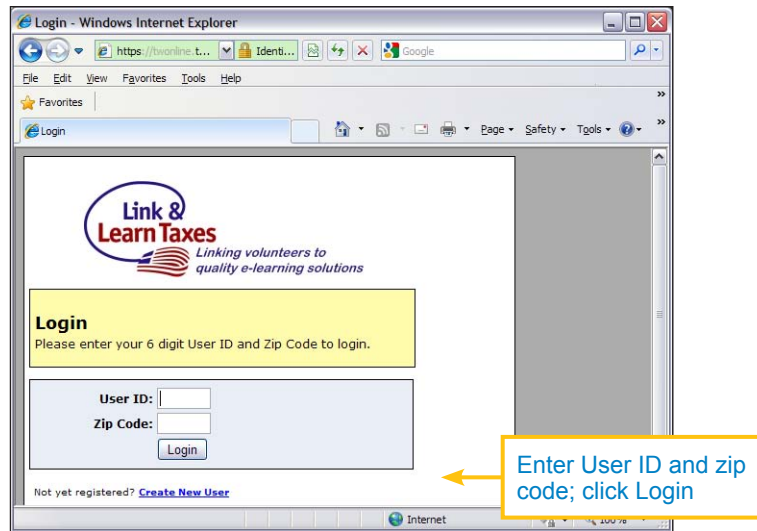
2. If this is your first time logging in, click the link Create New User. Otherwise, proceed to step 5.
3. Enter in the space provided your zip code and optionally an email address. If you entered an email address, your User ID will be emailed to you shortly after you click the button Create User ID.
4. Print the user ID that is generated or write it down and then click the “login” link.



 **CAUTION**

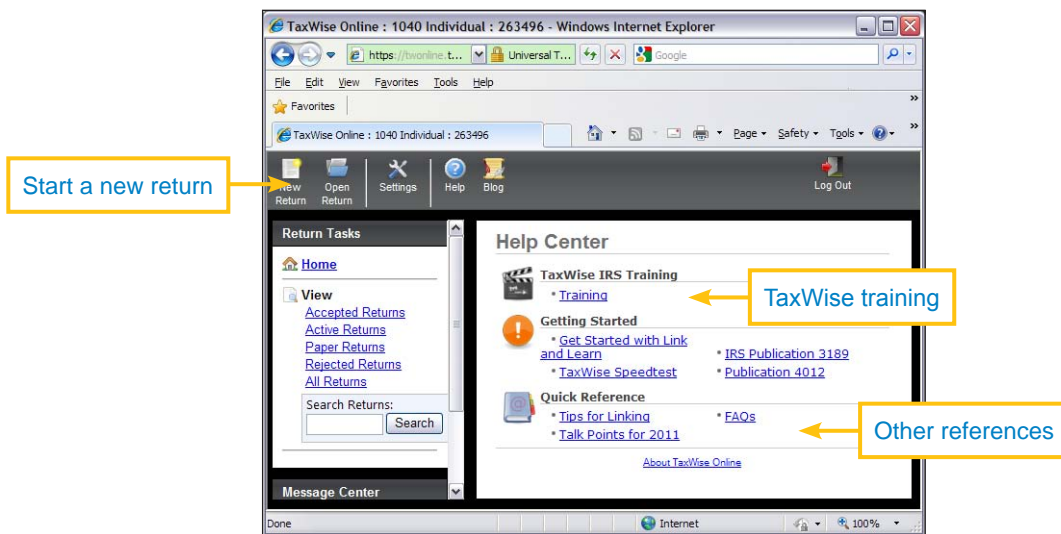
Safeguard your User ID. It cannot be retrieved and you will need it to log on every time you enter the Practice Lab. If you forget or lose your User ID, you will need to create a new User ID. Any returns with the old User ID will be lost and cannot be recovered.

5. Enter your User ID and zip code in the fields, and click Login.

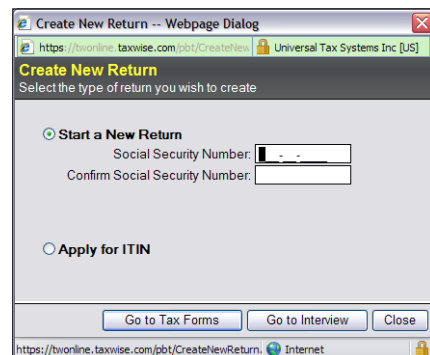


You are now on the home page for the Practice Lab.

- See the Help Center for more resources. For additional training on TaxWise, click the training link. This takes you to recorded sessions that summarize tax law concepts and demonstrate how to complete returns using TaxWise.
- To start a new return, click the new return button at the top of the menu bar



- The first three numbers of the social security number and employer identification number are given to you in workbook and test scenarios. Use your Practice Lab User ID number to complete the remaining six numbers.



## IMPORTANT INFORMATION

- The Practice Lab is a web-based product that uses a modified version of TaxWise Online (TWO) Training. It is not the TaxWise Online Training program.
- To calculate and save the data entered, you must select the SAVE button on the tool bar at the top of the screen. This program does not auto-refresh.
- Users cannot print returns from the Practice Lab.
- Users can minimize the Practice Lab screen in order to view the tax return and the test at the same time. You can also utilize Alt+tab to toggle between the Practice Lab and Link & Learn Taxes.
- A tutorial titled “Getting Started” is available on the main page of the Practice Lab. Users should reference Publication 4012, Volunteer Resource Guide, blue tabs, for additional assistance in navigating the Practice Lab, and yellow tabs for guidance on entering forms into the software.

