

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 students to 2008 tax preparation software (TaxWise online) which allows for hands-on practice in preparing tax returns.

Practice Lab Procedures for Volunteers

1. Go to Link and Learn Taxes on irs.gov – <http://www.irs.gov/app/vita/index.jsp>
2. Select any course (Basic and Intermediate are required) and click the start course link.
3. Click on the **Practice Lab** button to the right of the course menu. Select the *Leave the IRS* button on the next page.
4. In the space provided enter the universal password: **learntwo** (all lowercase, no spaces).
5. Click on **Create New User** link.
6. Enter your **ZIP CODE** and if available an **email address**.
7. Click on **Create User ID** button
8. The system will generate a six digit **User ID**.
9. The **User ID** will appear on the screen and will be emailed to those users who entered an email address.

Caution: Safeguard your User ID. It cannot be retrieved and you will need it to log on every time you enter the Practice Lab. IT will also be used to replace the X's for the identification numbers in the workbook and test scenarios. Practice returns will be lost if you lose or misplace your User ID.

10. Log into the **Practice Lab** using your **User ID** and **Zip Code**.
11. Click the "Here" link to access the **Tutorial** which is available for new users.
12. Click on **New Return** button on the menu bar to start a new return.

If you forget or lose your User ID, you will be able to create a new User ID using the same Zip Code and email address.