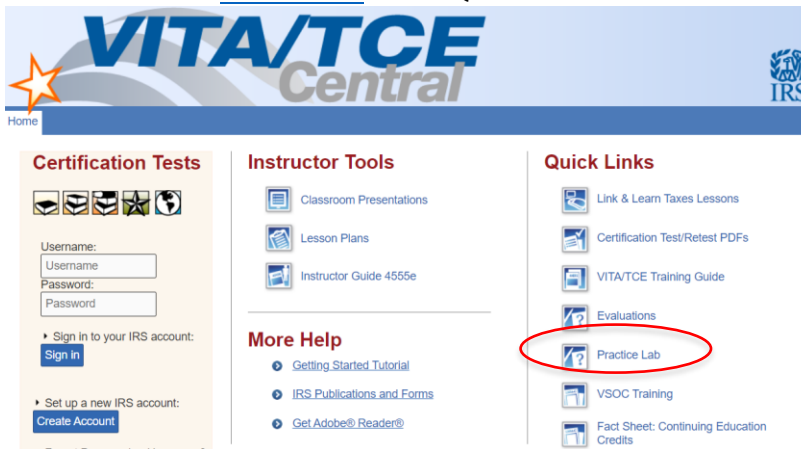


Practice Lab Guide¹

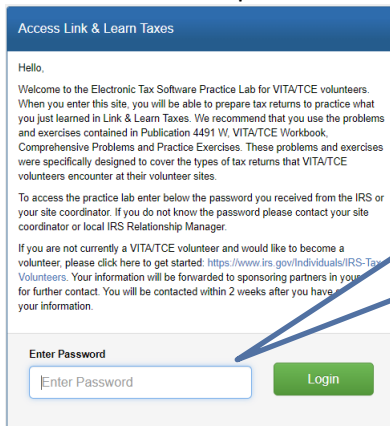
The Practice Lab is a tax software simulation of TaxSlayer which allows hands-on practice in preparing tax returns. You will need to use Practice Lab to complete tax returns to answer some of the test questions.

How to Access the Practice Lab

1. Go to [Link and Learn \(https://www.linklearncertification.com\)](https://www.linklearncertification.com).
2. Select the link for [Practice Lab](#) under Quick Links.

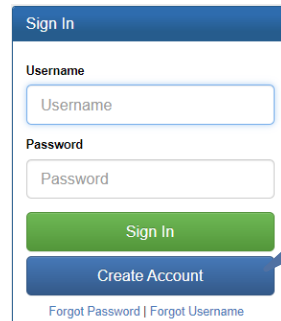


3. Enter the universal password: **TRAINPROWEB** (all capitals, no spaces).



Password:
TRAINPROWEB
Then click
Login

4. If you have an existing account in the TaxSlayer Practice Lab, enter your username and password and click "Sign In." (This is not the same username used on Link & Learn Taxes testing site.) **Note:** If you forget your username or password, follow the links on the "Sign In" page.
5. Otherwise, click on the "Create Account" link, enter the required information and click the "Create Account" button.



Select
Create Account

¹ IRS. (2022, October). *Fact Sheet: Practice Lab for VITA/TCE Partners and Volunteers*. <https://www.irs.gov/pub/irs-pdf/p5377.pdf>

Create New Account

Account Information

Email Address
 Confirm Email Address
 Required

Username

Password
 Confirm Password

Program Type

Site Identification Number (SIDN)

Password Recovery

Security Question

Security Answer

[Create Account](#)

Select **VITA** for Program Type and leave SIDN blank.

After filling out fields, select **Create Account**.

 Note: Write down your username and password. You will use the same login every year that you volunteer.

How to Enter Returns in the Practice Lab

- Tutorials are available for new users on the main landing page. Recommended for NEW TaxSlayer users: View tutorials under “Section 4: Preparing a Return” or “Recorded Webinar 3: Return Preparation 1” under Section 6 on the main landing page.

Practice Lab - Home

Welcome to the practice lab. The links below will help you get a better understanding of the software and best practices regarding tax processes. If you would like to begin using the software in the practice area, please press the link below.

[Go to Practice Area >](#)

Section 1: Getting Started with TaxSlayer Pro Online

- [▶ User Guide](#)
- [▶ Pro Online: Login and Passwords](#)

Section 2: Configuring TaxSlayer Pro Online

- [▶ User Guides](#)
- [▶ Setting up Site Information](#)
- [▶ Security Templates](#)
- [▶ Adding Preparers](#)
- [▶ Working with Custom Questions](#)
- [▶ Configuring Printing](#)
- [▶ Managing Returns](#)
- [▶ Reports](#)
- [▶ Managing Multiple Sites](#)
- [▶ Contingency Procedures](#)

Section 3: Installing TaxSlayer Pro Online

- [▶ User Guides](#)
- [▶ Contingency Procedures](#)
- [▶ Installation and Network Configuration](#)
- [▶ Setting up Site Information](#)
- [▶ Setting up Security Templates](#)
- [▶ Adding Preparers](#)
- [▶ Custom Questions](#)
- [▶ Printing Configuration](#)
- [▶ Managing Returns](#)
- [▶ Updating and Transferring](#)
- [▶ Working with Reports](#)

Section 4: Preparing a Return

- [▶ User Guides](#)
- [▶ Starting a Tax Return](#)

Section 5: Electronic Filing

- [▶ User Guides](#)
- [▶ Creating the e-file](#)

Section 6: Enhancements and Miscellaneous

- [▶ User Guide](#)
- [▶ TaxSlayer Customer Portal](#)

- Select “Go to Practice Area” to start a new return.

Practice Lab - Home

Welcome to the practice lab. The links below will help you get a better understanding of the software and best practices regarding tax processes. If you would like to begin using the software in the practice area, please press the link below.

[Go to Practice Area >](#)

- Select “Start” to start a new return.

2020 Tax Program Current User: IRS P Change Tax Year Logout

Main Menu Client Status IRS website IRS Mailing Addresses IRS Publications, Instructions, and Fill-in Forms Release Notes

Welcome to The Practice Lab

Message Center 149
Rejected Clients 0

Start New 2020 Tax Return
Create a brand new tax return for a client.

Client Search
Edit returns you previously started.

[Select](#)

[Select](#)