Getting Started Handout
VITA Tax Year 2024
As of 11/17/2024

Practice Lab *(not necessary for Intake Specialists/Greeters)*
- https://vita.taxslayerpro.com/
- This is the VITA/TCE Springboard where you access the TaxSlayer practice area for test question scenarios requiring you to prepare a return before answering the test questions.
- This site also has links to the Pro Online version and the BLOG.
- Select the Practice Lab (left box) and enter this Password: **TRAINPROWEB** (ALL CAPS!)
- Then sign in or create an account if necessary.
- **Username**: _____
- **Password**: _____
  - *(password only changes when you want it to)*
- You can watch videos about using the software if you want (they ask for your name and email).
- Click "**Go to Practice Area**" to create returns for the test question scenarios.

Link & Learn Taxes – NEW URL for TY2024!!!
- https://linklearncertification.com
- This is where all volunteers view/access course content and access your annual certification tests.
- Click on Start learning.
- Create an account if necessary.
- You will need to change your password, if you already have an account.
- **Login Email**: _____
- **Password**: _____
- Click the upper right corner circle to update our profile, make sure to update Years you have Volunteered (i.e., new volunteers would mark 1).
- Test Choices:
  - **Volunteer Standards of Conduct Exam (MANDATORY FOR ALL)**
  - **Intake/Interview and Quality Review Exam (MANDATORY FOR ALL PPUW)**
  - Site Coordinator Exam (OPTIONAL, unless you ARE a site coordinator/alternate)
  - Basic Exam (optional if you take the Advanced exam)
  - Advanced Exam
  - Military Exam (OPTIONAL)
  - International Exam (OPTIONAL)
  - Federal Tax Law Test for Circular 230 Professionals (OPTIONAL)
  - Foreign Student Exam (OPTIONAL)
  - Over the Phone Interpreter Services Exam (OPTIONAL)
- <u>Only</u> when you pass all of the tests you intend to try, then you click the "Home" link on the upper left-hand side, click on "Sign Form 13615" and the "Download signed form". Email or give the Volunteer Agreement to your Site Coordinator.

VITA/TCE Springboard – Live Taxes
- https://vita.taxslayerpro.com (same URL as the Practice Lab)
- This is the site where we access TaxSlayer Pro Online when we prepare actual taxes.
  - Generally, we can't access this until mid-January.
  - Please verify you can login at least 3 days before your first volunteer shift (your site coordinator will give you a username and password).
- **ALWAYS** Select the middle option "Pro Online" for the real taxes (after mid-January).