

Setting up a TaxSlayer Practice Lab Account

1. Go to <https://vita.taxslayerpro.com/IRSTraining/en/Account/Login>
2. Enter the universal password **TRAINPROWEB** using all capital letters.
3. Click the green **“Login”** button

Access Link & Learn Taxes

Hello,

Welcome to the Electronic Tax Software Practice Lab for VITA/TCE volunteers. When you enter this site, you will be able to prepare tax returns to practice what you just learned in Link & Learn Taxes. We recommend that you use the problems and exercises contained in Publication 4491 W, VITA/TCE Workbook, Comprehensive Problems and Practice Exercises. These problems and exercises were specifically designed to cover the types of tax returns that VITA/TCE volunteers encounter at their volunteer sites.

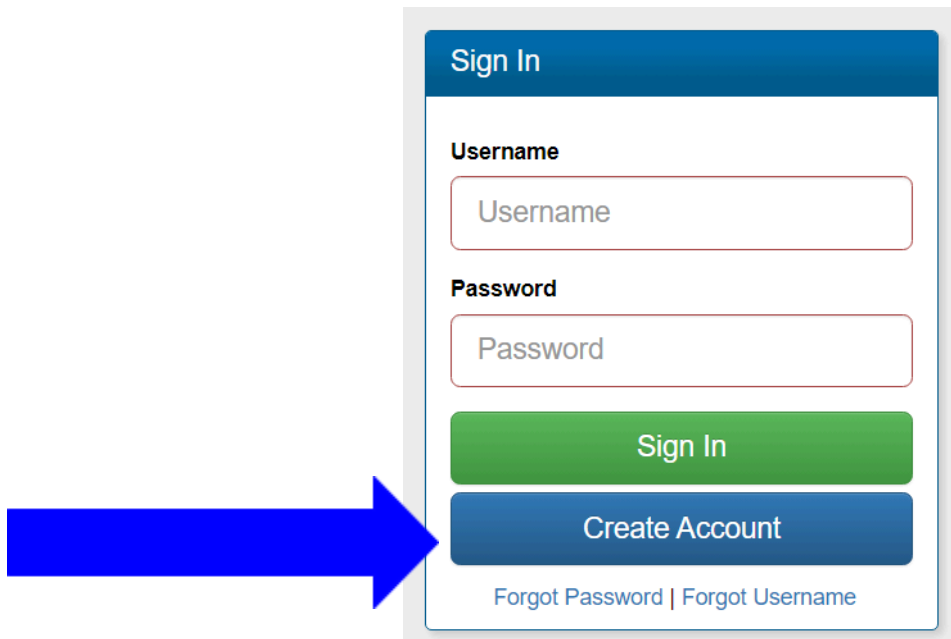
To access the practice lab enter below the password you received from the IRS or your site coordinator. If you do not know the password please contact your site coordinator or local IRS Relationship Manager.

If you are not currently a VITA/TCE volunteer and would like to become a volunteer, please click here to get started: <https://www.irs.gov/Individuals/IRS-Tax-Volunteers>. Your information will be forwarded to sponsoring partner in your area for further contact. You will be contacted within 2 weeks after you have submitted your information.

Enter Password **TRAINPROWEB**



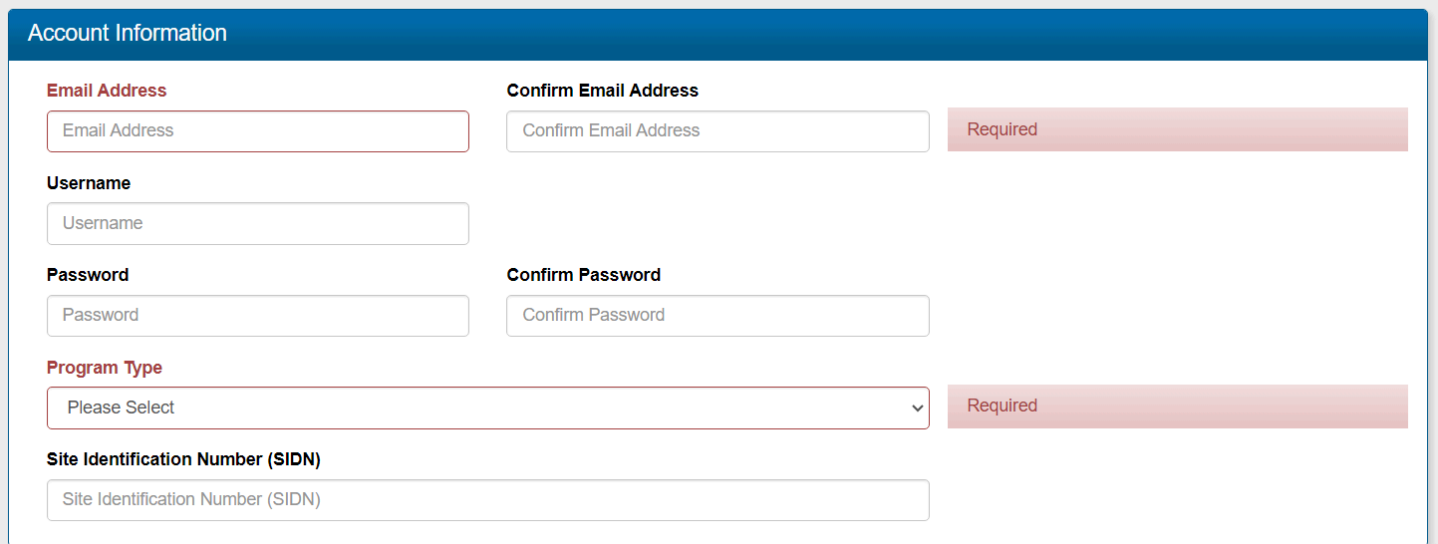
- Click on the blue **“Create Account”** button



The image shows a 'Sign In' form with a blue header. Below the header are two input fields: 'Username' and 'Password'. Below these fields are two buttons: a green 'Sign In' button and a blue 'Create Account' button. A large blue arrow points from the left towards the 'Create Account' button. At the bottom of the form, there are two links: 'Forgot Password' and 'Forgot Username'.

- Fill out the account creation form using the following information:
 - Enter your primary **email address**
 - Select a **Username** and **Password** that you will remember
 - Tip: Include the word “training” i.e. **BobTraining** or **TrainingBob** to help you remember your username for using Practice Lab during training.*
 - When asked for **“Program Type,”** select **“AARP Tax-Aide”** or **“VITA.”**
 - When asked for **“Site Identification Number (SIDN),”** leave it blank.

Create New Account



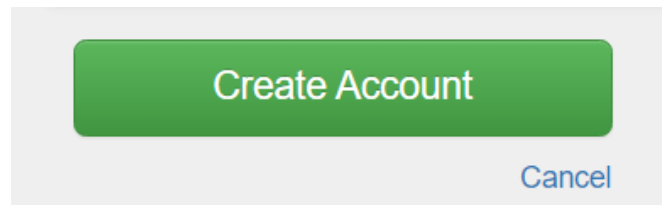
The image shows a 'Create New Account' form with a blue header. Below the header are several fields and a dropdown menu. The fields are: 'Email Address', 'Confirm Email Address', 'Username', 'Password', 'Confirm Password', and 'Site Identification Number (SIDN)'. The 'Program Type' field is a dropdown menu with 'Please Select' as the current selection. There are two red 'Required' labels on the right side of the form, one next to the 'Confirm Email Address' field and one next to the 'Program Type' dropdown.

6. Fill out the **security question(s)** with information you will remember.
 - a. This is so that you can recover your password if you forget it. We are unable to recover it for you.

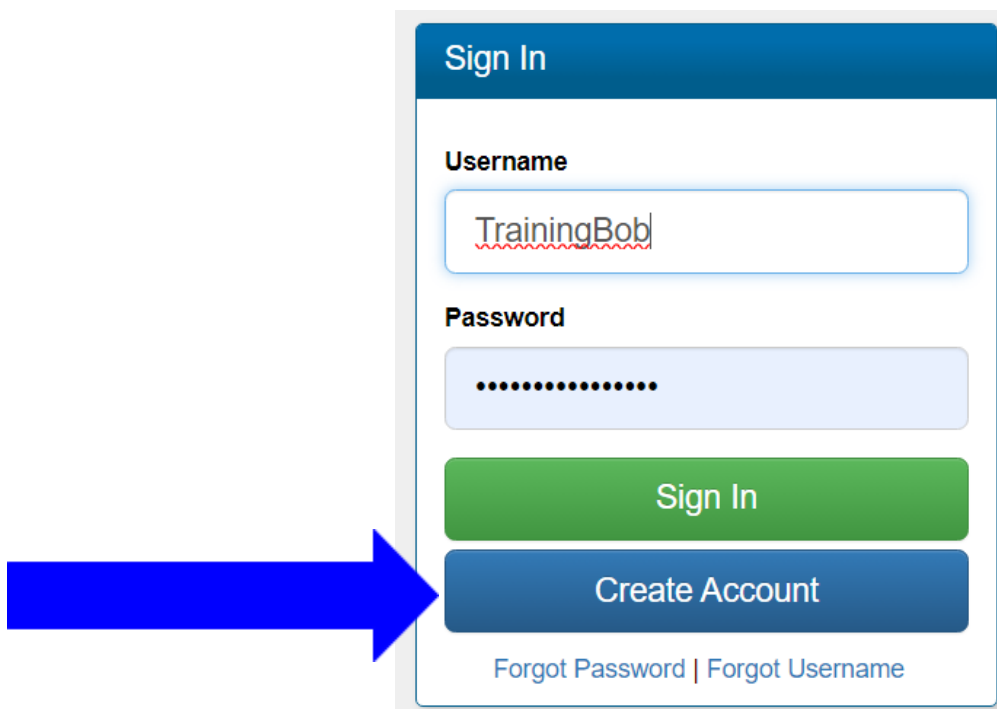


The screenshot shows a 'Password Recovery' form with a blue header. Below the header, there are two sections: 'Security Question' and 'Security Answer'. The 'Security Question' section has a dropdown menu with the text 'Please Select a Question' and a downward arrow. The 'Security Answer' section has a text input field with the placeholder text 'Security Answer'.

7. Click on the green "**Create Account**" button



8. Enter your new **username and password**
9. Click on the green "**Sign In**" button



The screenshot shows a 'Sign In' form with a blue header. Below the header, there are two sections: 'Username' and 'Password'. The 'Username' section has a text input field with the text 'TrainingBob' and a red wavy underline. The 'Password' section has a text input field with a series of dots. Below the input fields, there are two buttons: a green button with the text 'Sign In' and a blue button with the text 'Create Account'. At the bottom of the form, there are two links: 'Forgot Password' and 'Forgot Username'. A large blue arrow points from the left towards the 'Sign In' button.

Important Note: Occasionally when exiting a return, you will be logged out of TaxSlayer Practice Lab. Sometimes when this happens, you may see a screen that looks like this:

This TaxSlayer Pro Online system is only for authorized use under the VITA/TCE program. Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. Unauthorized use of this system is prohibited. Users of this system agree to the Volunteer Standards of Conduct as listed in Form 13615.

Log in to Pro Web

Enter your username and password below to access your cloud-based tax software.

Username

Password

LOG IN

[Forgot username](#)

[Forgot password](#)

This is the screen for **regular TaxSlayer**, which you will use during tax season to prepare returns. This happens every now and then.

Your Practice Lab login will not work here. **If this happens, follow the link at the top of the document back to TaxSlayer Practice Lab, and log back in.**

You may find it useful to print out this page, and write down your username and password to refer back to.

Link to Practice Lab: <https://vita.taxslayerpro.com/IRSTraining/en/Account/Login>

Universal Password: **TRAINPROWEB**

Username:

Password: