

FACT SHEET for 2013 Practice Lab



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This document provides information on how to access the Practice Lab, which is available through Link & Learn Taxes.

Background

The Practice Lab is an electronic tax software that is integrated within Link & Learn Taxes. A link connects students to the 2013 tax preparation software which allows hands-on practice in preparing tax returns.

How to Access the Practice Lab

1. Go to Link and Learn Taxes on <http://www.irs.gov/app/vita/>
2. On the home page, scroll down to "Additional Resources" and click the link for the Tax Software Practice Lab.
3. Select "Leave the IRS" button
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, and if appropriate, send you an email with the User ID.

This User ID is used as part of the SSN and in preparing tax returns in the test and workbook scenarios. Caution: Safeguard your User ID. It cannot be retrieved and you will need it to log on every time you enter the Practice Lab.

How to Enter Returns in the Practice Lab

1. Log into the Practice Lab using your User ID and ZIP Code.
2. There is a Tutorial which is available for new users.
3. Click on New Return button on the menu bar to start a new return.

Remember: 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.

Other Important Information about the Practice Lab

- 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 the Link & Learn Taxes.
- A tutorial titled "Getting Started" can be accessed on the main page of the Practice Lab. Users should reference Publication 4012, *Volunteer Resource Guide*, for additional assistance in navigating the software.