

## Practice Lab

### for VITA/TCE Partners and Volunteers

#### Background

The Practice Lab is tax software integrated with Link & Learn Taxes. A link connects students to the current year tax preparation software allowing hands-on tax return preparation practice.

#### How to access the Practice Lab

1. Go to **Link & Learn Taxes**.
2. Go to “Additional Resources” and select the link for the **Tax Software Practice Lab**.
3. Enter the universal password: TRAINPROWEB (all capitals, no spaces).
4. If you have an existing account in the Practice Lab, enter your username and password and select “Sign In.” (This is not the same username used on the Link & Learn Taxes testing site.)
5. Otherwise, select the “Create Account” link, enter the required information, and select the “Create Account” button.

#### How to enter returns in the Practice Lab

- Log into the Practice Lab using your username and password. Note: if you forget your username or password, follow the links on the “Sign In” page.
- Tutorials are available for new users on the main landing page.
- Select “Go to Practice Area” to start a new return.

#### Other Important Information About the Practice Lab

- The Practice Lab is a web-based product that uses the same version of TaxSlayer Pro Online software as most VITA/TCE sites.
- The Practice Lab is updated prior to and throughout the tax season.
- The “Deactivate Return” option is not available in Practice Lab.
- You can minimize the Practice Lab screen or use the Alt+Tab keyboard shortcut. This allows you to toggle between the Practice Lab, the test and/or Link & Learn Taxes at the same time.
- Reference **Publication 4012**, VITA/TCE Volunteer Resource Guide, for additional assistance in navigating the software and entering practice tax returns.