

# Student Home/Online Testing Link & Learn Users & Practice Lab Users

Online certification (Practice Lab) is not required. The IRS grade the paper test if you prefer pencil and paper.

**Follow the instructions below if you are going to certify online**

**Basic Certification:** You have to complete Basic online before going on to Intermediate/Advanced online.

- 1) Enter [www.irs.gov](http://www.irs.gov) in your internet browser. Mozilla Firefox is not allowed. Use Microsoft Internet Explorer.
- 2) Type “**Link & Learn Taxes**” in the search field. Must use the ampersand (&).
- 3) Click “**Link & Learn Taxes, linking volunteers to quality e-learning**”
- 4) **Save the web address** in your web browser window in your favorites. You can even put it in a new folder called VITA.
- 5) Click the “**Basic Tab**” near the top of the monitor (its blue).
- 6) Click “ **Start Basic Course**”
- 7) Click on the “**Practice Lab**” icon on the right side of the page. This will open another window. Practice Lab is TaxWise online. This is where you will enter the problems when needed to take the test to generate the answers.
- 8) Leave the IRS Site
- 9) The password to access the Practice Lab is “**learntwo**”
- 10) Create a Practice Lab user name and password. **Don't lose either of these. They are unrecoverable!!!!!!!!!!!!!!!!!!!!!!!!!!!!**
- 11) Return to the first browser (push “Alt & Tab at the same time to toggle back and forth)
- 12) Go to the bottom of the list of blue links in the first browser and click “**Test**”. **This part of Link and Learn is where you will enter the answers (i.e. Take the test.)**
- 13) Leave the IRS website again
- 14) Login. Create new account if this is your first time. **Don't lose either of these. They are unrecoverable!!!!!!!!!!!!!!!!!!!!!!!!!!!!**
- 15) **Take the Basic test.** You have a “**Basic Test Navigational Guide**” (it's on green paper or electronic. It's to help you navigate the test while using the student resource materials and it also tells you when you should actually complete a tax return using TaxWise Online Training Link. You'll be glad you used it when you take the test. Many students will not have to create a complete tax return for the Basic problems.
- 16) When finished with the test, go back to Link & Learn home and **print the Certification certificate** once you have completed the tests.
- 17) Congratulations. You are halfway there. Move on to the Intermediate test.

### **TaxWise Online (Practice Lab) Tips**

Press “Save return” after every entry  
Ctrl+Spacebar removes the red  
Ctrl+Enter overrides an entry