

PRACTICE LAB AND CERTIFICATION INSTRUCTIONS 2026

Website for Practice Lab: <https://vita.taxslayerpro.com/irstraining>

Password: TRAINPROWEB (all capital letters)

New volunteers must create an account. Returning volunteers may use last year's login information.

- Fill out all information to create account
- Select "Grant" under Program Type
- **SIDN can be left blank**
- After filling out required fields select "Create Account"

Website for Certification Exams: <https://linklearncertification.com/>

Returning Volunteers may

- Use last year's password with the email that is associated with your account
- You will receive an email with a link asking you to verify your email address
 - Check your junk email if you don't see it within several minutes
- Click on the link, you should see a screen that says that your email address has been confirmed
- Click "continue." This should take you to the home page to access the certification tests

New volunteers must create an account. *Password rules are on the back of this sheet.*

- Click on "Create Account"
- Fill out all required fields to create an account (required fields have a red asterisk)
- Click "continue"
- Select the required attributes from the drop-down menus
- Click "Create Account"
- Fill out required fields and select "Register"
- You will receive an email with a link asking you to verify your email address
 - Check your junk email if you don't see it within several minutes
- Click on the link, you should see a screen that says that your email address has been confirmed
- Click "continue"
- Select your volunteer position
- Click on the green "save" button in top right corner to go to the home page to start exams

1. **If you fail the exam once, please call Steve before taking it again.**
2. Once you have passed your exams, select "Sign Form 13615"
3. Enter "**Gateway EITC Community Coalition**" for "Sponsoring partner name/site name"
4. **Enter/update the number of years volunteered** and volunteer position
5. Select "I agree to sign form 13615 Volunteer Agreement electronically"
6. Click "Download signed form"
7. **Save and email Form 13615 to Steve at AltonAreaTaxProject@gmail.com.**
8. Bring your Volunteer Agreement to the site with you on the first day.

Link and Learn Password Must:

- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- The password must be at least 8 character(s)
- Be uncommon
- Be different from the user's Login Name, First Name, Last Name, and Email