

TAKE THE TEST USING LINK & LEARN (11/10)

BACKGROUND:

- Returning counselors may take the test using Link and Learn (L&L)
- It is recommended that Practice Lab be used to prepare test returns as needed
- A certificate of completion of applicable test segments (Basic, Intermediate & Advanced and optionally for COD and HSA) and the Volunteer Agreement can be printed and given to their instructor
- 2010 L&L, Practice Lab and the test are on-line
- Counselors will need to have access to a computer with high speed internet connection and print capability to use L&L and Practice Lab
- Public computers (such as library computers) are acceptable since access is password protected
- The test can only be taken twice per segment
- Each question will be either the Test or Retest question from the Form 6744 test book.

ADVANTAGES:

- L&L modules can be used to learn the new tax law or brush up
- Using Practice Lab will provide experience with TaxWise 2010 for federal returns
- Using the L&L test will provide immediate feedback
- Instructors will not have to grade tests

HOW TO ACCESS LINK AND LEARN:

- You must use Internet Explorer for Link & Learn and Practice Lab
- Log on to L&L - <http://www.irs.gov/app/vita/index.jsp> or <http://www.irs.gov/> search Link & Learn. It is suggested that login to L&L be saved as a Favorite or as a desktop icon for easy access at a later time. (See end of document for creating a desktop icon)
- Note that there is an option to select [click here to take the Returning Student Course] which will provide tax law changes to each segment (Basic, Intermediate, etc)
- Counselors can either select Link & Learn modules as desired or the test.
- When [Test] is selected, click on [Leave IRS Site] which will display the Certification Page.
- This certification page can be accessed directly at <http://linklearn.webtechtteam.com/login.aspx?ReturnUrl=%2fdefault.aspx>

Learning Management System

VITA/TCE Certification

Friday, November 05, 2010

VITA/TCE Certification Tests

First time users must click "Create an Account" in order to take the certification test. Site Coordinators must create an account and register as Site Coordinator in the Group field in order to take the Site Coordinator Training. If you already have an account, please log in below.

Login

Password

LOGIN

Enter your Login to continue.

Enter your Password to continue.

Forgot your password?
[Click here](#)

First time here?
[Create an Account](#)

tax law changes

practice lab

Click above to find out about the latest tax law changes.

Click above to access the Electronic Tax Software Practice Lab.

Link & Learn Taxes

linking volunteers to quality e-learning solutions

- Click on [Create an Account]; Note the [Click here] if you forget your password.

- Fill in all required fields including your selection for Login & Password (**be sure to remember these for future access**)
- Select [Register]. The following will appear: “By adding the following User Account you are granting this User access to the system. Are you sure you would like to add this User Account.” Select [OK]
- The following will appear: “Your Account was successfully added. You can now log in and access the system.” Select [OK]
- A desktop icon can be setup to access the test (see end of document for creating a desktop icon)

HOW TO TAKE THE TEST:

- Once logged in, follow instructions for taking the test beginning with Basic followed by Intermediate and Advanced.
- Once the test has been successfully completed, the following will be displayed

TEST NAME	SCORE	PASS/FAIL (click for results)	ATTEMPTS (2 attempts per test allowed)
Basic Exam	100.00 %	Pass Print Certificate	1
Intermediate Exam	100.00 %	Pass Print Certificate	1
Advanced Exam	100.00 %	Pass Print Certificate	1
Cancellation of Debt (COD)			0
Health Savings Accounts (HSAs)			0

- Select the [Print Certificate] for Basic, Intermediate and Advanced (and optional COD/HSA) if required by your instructor.
- To print a Volunteer Agreement check the box labeled “By checking this box” and then select [Click here] to bring up the Volunteer Agreement.
- Select the down arrow on [Select a format] at the top of the page and select the desired format (PDF recommended). Selecting [Export] will then open the program format selected with the completed Volunteer Agreement, which can be printed.

PRACTICE LAB CAN BE USED TO PREPARE TEST RETURNS AS NEEDED

- Click on the Practice Lab icon to the right of the course menu, or enter www.voltaxprep.com and the follow screen will appear.

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Access Link & Learn

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 SPEC Relationship Manager.

If you are not currently a VITA/TCE volunteer and would like to become a volunteer, please call 1-800-829-1040 to contact your local IRS SPEC Territory office.

Password:

- In the space provided enter the universal password: *learntwo* all lower case, no spaces, and the following screen will appear. It is suggested that this site be saved to Favorites or create a desktop icon for easy access to Practice Lab at a later time. (See end of document for creating a desktop icon).

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Login

Please enter your 6 digit User ID and Zip Code to login.

User ID:

Zip Code:

Not yet registered? [Create New User](#)

- Click on [Create New User]. Enter your Zip Code and email address.

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Create Your User ID

Specify zip code and (optionally) an email address in order to create your user account.

Enter the first five digits of your zip code below

Zip Code:

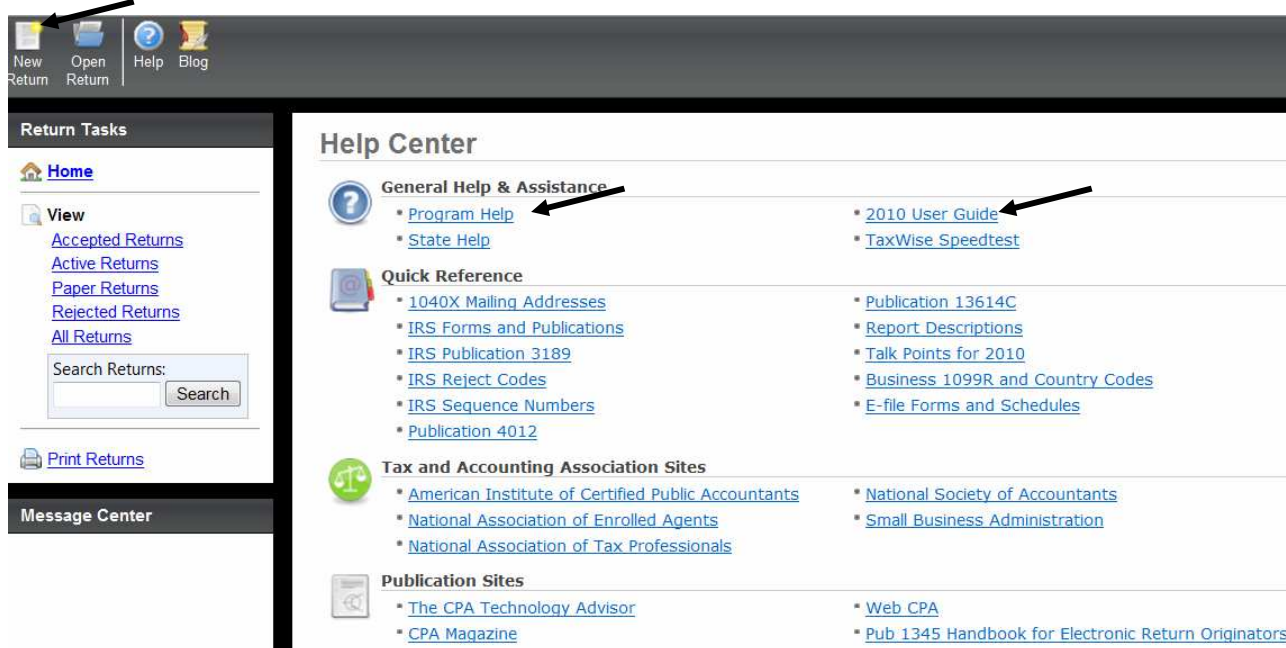
I do not have an email address

I have an email address

Email Address:

- Click on Create User ID and the system will generate a six digit User ID.

- The User ID will appear on the screen and will be emailed. The User ID will be required each time Practice Lab is accessed so be sure to **remember your User ID**. It is suggested that the Practice Lab icon created above be labeled PLXXXXXX where the X's represent the User ID, then only the zip code has to be remembered.
- Log in using the User ID and your zip code, new users can select [2010 User Guide] or [Program Help]
- Click on [New Return]. The last six digits must match your User ID.



Hint for Instructors: If counselors are having a difficult time working an exercise, you can request the counselors Practice Lab User ID and Zip Code. Then, log into their Practice Lab account and look directly at their return to determine where the problem is.

How to create a desktop icon:

- Right click on the desired address in your browser and select [Copy].
- Go to your desktop and right click on an empty spot.
- Select [New] and then select [Shortcut].
- In the [Type the location of the item] space, right click and select [Paste].
- Select [Next] and enter a name for the shortcut and then [Finish].

An alternate, simpler way to create an icon is to drag the 'favicon', at the left of the URL, to the desktop.