

## Using Practice Lab to familiarize with TaxSlayer

The 2016 version of TaxSlayer Pro is available on Practice Lab under the IRS Link & Learn website. The 2017 version will be released later in November. To get re-acquainted with TaxSlayer, you can use the 2016 NTTC Workbook from last season or download the new 2017 NTTC workbook from the Volunteer Portal. OSHC-->Training->Tools.

You use the same User Name/password set up last December for the TaxSlayer workshop class. If you can't find where you wrote it down, follow the instructions below.

Logging on to Practice Lab.

<https://vita.taxslayerpro.com/IRSTraining>.

The welcome screen asks for a Password, use TRAINPROWEB, this takes you to the log in page.

1. Enter User name: first initial last namePLD10 (e.g. lsmithPLD10)
2. Enter Password: SNTS2016. (the same password for everyone to facilitate mentors and instructors accessing your work)

This takes you to a TaxSlayer Practice Lab menu, which has the option of going directly to practicing a return to completion. Go to Practice Area at top of the screen or you can select named tutorials, which are usually followed by a quiz.

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If somehow you need to start all over with a new account, follow this procedure:

After the Welcome screen password entry, **select Create Account:**

1. Enter and confirm your email address (this should be unique to you)
2. Enter a Username:
  - use your first name initial and last name (e.g. lsmith)
  - PL (for Practice Lab)
  - D10 (this is our District ID)
3. Enter a Password SNTS2016.
4. Confirm password SNTS2016
5. Program type select Taxaide
6. SITE ID (SIDN) - S73051007 (which is Franklin)
7. Password recovery – for Question select 'favorite sports team' answer is SFO Giants
8. Create an account

This takes you back to the Sign In page, where you enter your User ID (from step 2) and password (from step3) to get started. This will be the Sign In page for all future Practice Lab sessions.