To access the Link and Learn tax prep site:

2. Type “link and learn” in the search box.
3. Click the first link,
4. Click the first link again.
5. Click the tab for the course you need (Basic, Intermediate, Advanced)
6. Click the Start link for that course.

To access the Practice Lab:

If you are well into the Link and Learn site, click the “Practice Lab” logo on the lower right side of the screen. Otherwise, go to [www.voltaxprep.com](http://www.voltaxprep.com)

1. Enter the password: learntwo (you will use this password every time you access the Practice Lab)
2. Click create new user.
3. Put in Zip Code and follow instructions
4. Keep the six-digit number you are given in a place where you can find it easily. You will use it in all your work on the Practice Lab.

To take a certification test online:

1. Go to the Link and Learn site, and go to course you are working on.
2. Click the Start link for that course.
3. Scroll down and click Test.
4. Leave the IRS site.
5. Put in your information.
6. KEEP YOUR LOGIN INFORMATION FOR THE TEST WHERE YOU CAN FIND IT (for ex., keep the confirmation email in your inbox)