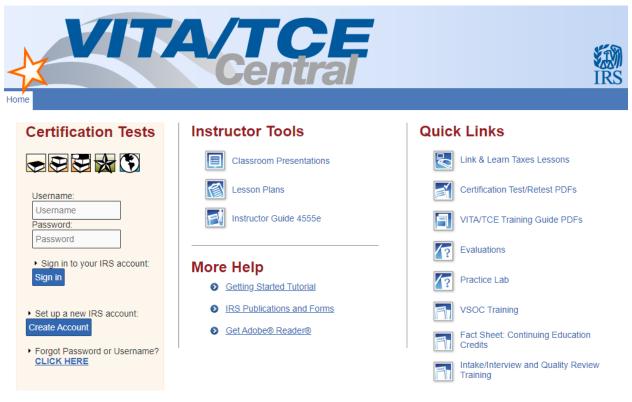# TRAINING GUIDE FOR LINK AND LEARN

Link & Learn - Home (linklearncertification.com) is a self-paced e-learning for the VITA program. This training will instruct you on the return preparation process and tax law covered in the VITA program.

Start on the right side of your screen Quick Links, the Link & Learn Taxes Lessons you will be selecting the Certification Path tab on the top right *Basic or Advanced*. The lessons are all self-study, if you already know about the topic you are free to skip the lesson.

Create TWO separate accounts in Link & Learn:

- Practice Lab – (Password: TRAINPROWEB) and create an account where you will be able to view videos on how to use TaxSlayer and use the Practice Lab to complete the tax certification scenarios.
- Create an account under Certification Tests – This is where you will enter your answers for the following exams:
    o Volunteer Standards of Conduct
    o Intake/Interview & Quality Review
    o Basic or Advanced Certification

Once Certified, your 13615 Volunteer Agreement should be populated and can be signed electronically in Link & Learn. Please return to VolunteerHub to upload this agreement form as proof that you have passed the required exams.

Please note: When you get to the "Tax Certification Upload" section, you will need to upload proof of EITHER Basic or Advanced certification level. No need to complete both! Please just be sure to upload your proof of completion in the correct course (I.e., if you completed Basic certification, upload it in the Basic Certification Upload, if you completed Advanced certification, upload it in the Advanced Certification Upload).

VolunteerHub upload instructions:

Sign into your VolunteerHub account, select your name at the top right corner. Drop down menu select "Update Profile" and upload Volunteer Agreement, Photo ID, and recent photo. After uploading all three items, Ladder Up staff will create you login accounts to TaxSlayer to use at the VITA sites.