**HAVE YOU ATTENDED TRAINING OR VOLUNTEERED WITH US BEFORE?**

**Please retrieve your Username and Password BEFORE coming to class, if you do not remember it:**

1. **Set up an account in the TaxSlayer Practice Lab:**

Use Google Chrome or Microsoft Edge, but not Mozilla Firefox.

1. Go to [www.LinkLearnCertification.com](http://www.LinkLearnCertification.com) and select “Practice Lab”



1. The page will say “Practice Lab” at the top.

Enter Password in all caps – TRAINPROWEB.

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1. Try creating a username. If you get a message that this email is in use, then

Click Forgot Username

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Enter the email address that you used when you attended training before, and the message will be sent to that address from vita.taxslayerpro.comsupport@e.vita.taxslayerpro.com. It may take 30 minutes or more.

MAKE NOTE OF YOUR USERNAME HERE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Click Forgot Password,

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1. Enter Username that you just retrieved and click submit.

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1. Follow instructions to reset password. Password requirements shown below:

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Note the password that you chose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. 1. **Link and Learn Certification Test** (*Where you log in to take the actual test)* [**https://www.linklearncertification.com**](https://www.linklearncertification.com). On left side of page, click

“Forgot Password or Username”. Try to use the same ID and Password as you set up above for TaxSlayer to simplify login.

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2. After you click, you should see this screen:

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3. You should receive an email like this, from Linklearnsupport@redcedarconsultancy.com

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4. Make note of the User ID and Password received:

Link and Learn Test User ID \_\_\_\_\_\_\_\_\_\_\_\_\_

Link and Learn Test Password \_\_\_\_\_\_\_\_\_\_\_\_

Return to Linklearncertification.com page to log in.

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5. Click on tab for My account, and make any updates needed:

Make sure your name matches the way it is listed on your driver’s license

Update your address and any other information that has changed.

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