

## Accessing the TaxSlayer Practice Lab

1. TaxSlayer Practice Lab: <https://vita.taxslayerpro.com/IRSTraining>
  - Generic Password for Practice Lab: **TRAINPROWEB** (one word – all caps)
  - You will need to create an account to access the Practice Lab (**Use Site ID Number - S23017375**)
    - **Please complete the attached Practice Exercise prior to your session**
2. Once logged into the Practice Lab, along the left-hand column you will find the training webcasts and manuals for your reference.

Practice Lab - Home

Welcome to the practice lab. The links below will help you get a better understanding of the software and best practices regarding tax processes. If you would like to begin using the software in the practice area, please press the link below.

[Go to Practice Area »](#)

Section 1: Getting Started with TaxSlayer Pro Online

- ▶ Pro Online: Login and Passwords

Section 2: Configuring TaxSlayer Pro Online

- ▶ Setting up Site Information
- ▶ Setting up Security Templates
- ▶ Adding Preparers
- ▶ Working with Custom Questions
- ▶ Configuring Printing
- ▶ Managing Returns
- ▶ Working with Reports
- ▶ Managing Multiple Sites
- ▶ Contingency Procedures

Section 3: Installing TaxSlayer Pro Online

- ▶ Contingency Procedures
- ▶ Installation and Network Configuration
- ▶ Setting up Site Information
- ▶ Setting up Security Templates
- ▶ Adding Preparers
- ▶ Working with Custom Questions
- ▶ Configuring Printing
- ▶ Managing Returns
- ▶ Updating and Transferring
- ▶ Working with Reports