UNITED WAY
Utah County

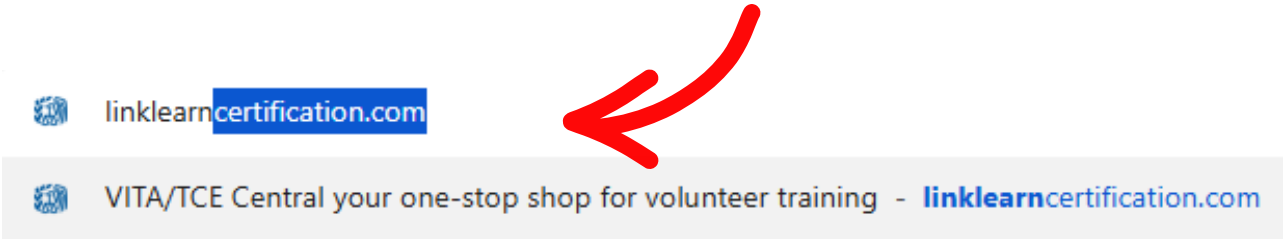
Certification Website Step by Step



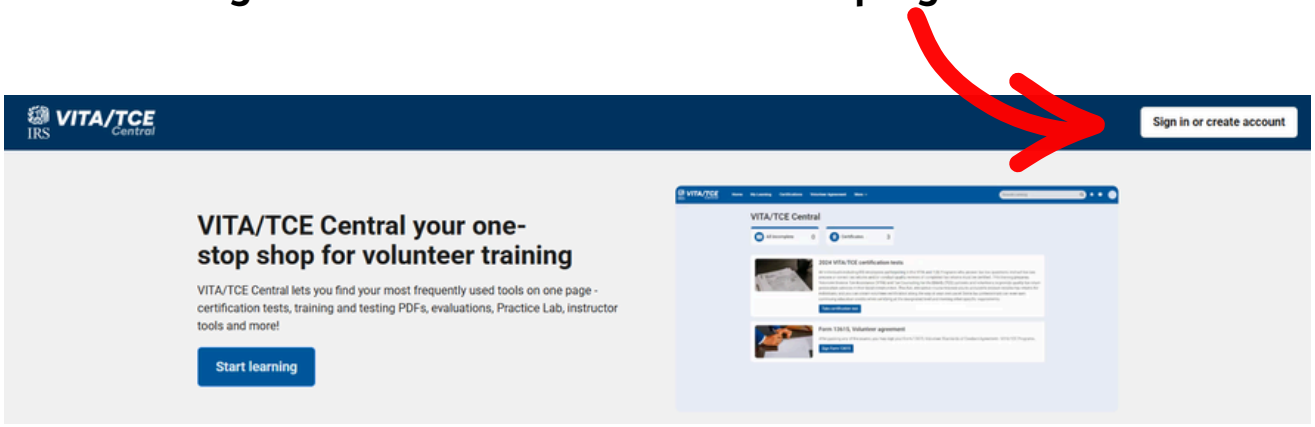
Welome to VITA!

Accessing the Certification Website

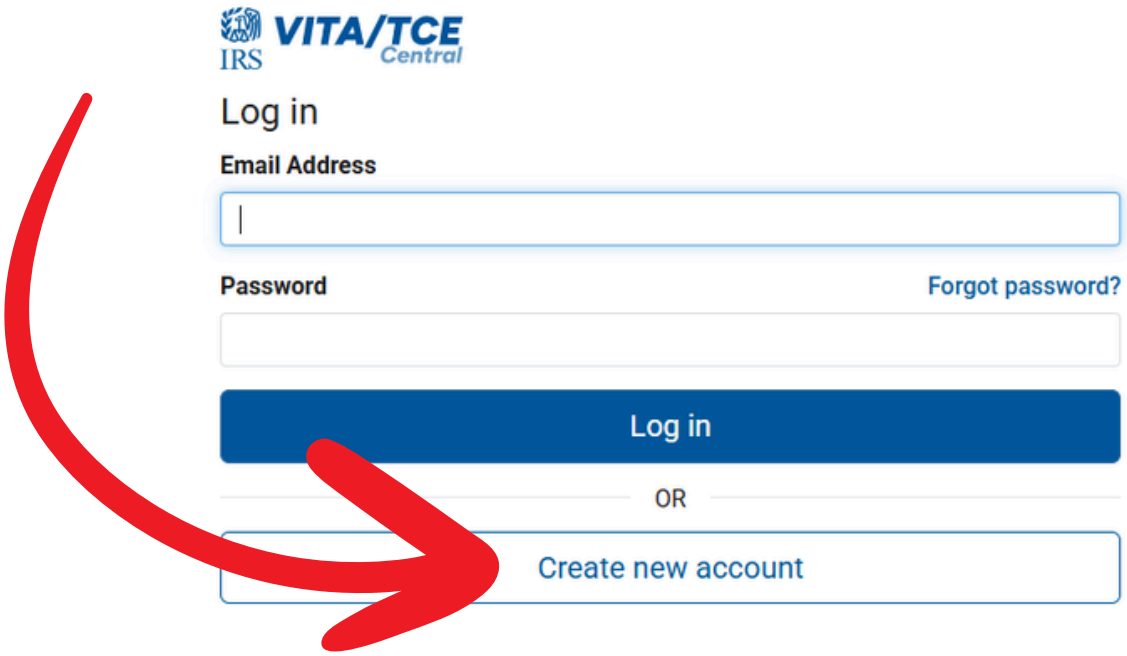
1. **In your browser type “linklearncertification.com”**



2. **Click “Sign in or create account” in the top right corner**

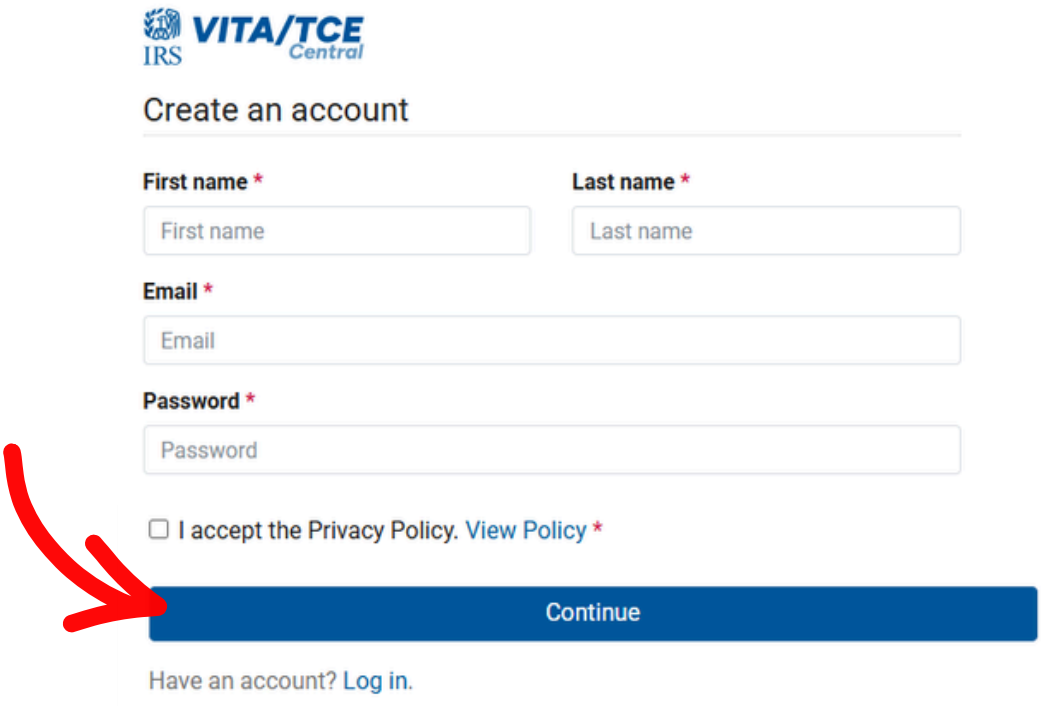


3. **Click “Create a new account” if you are new to VITA!**

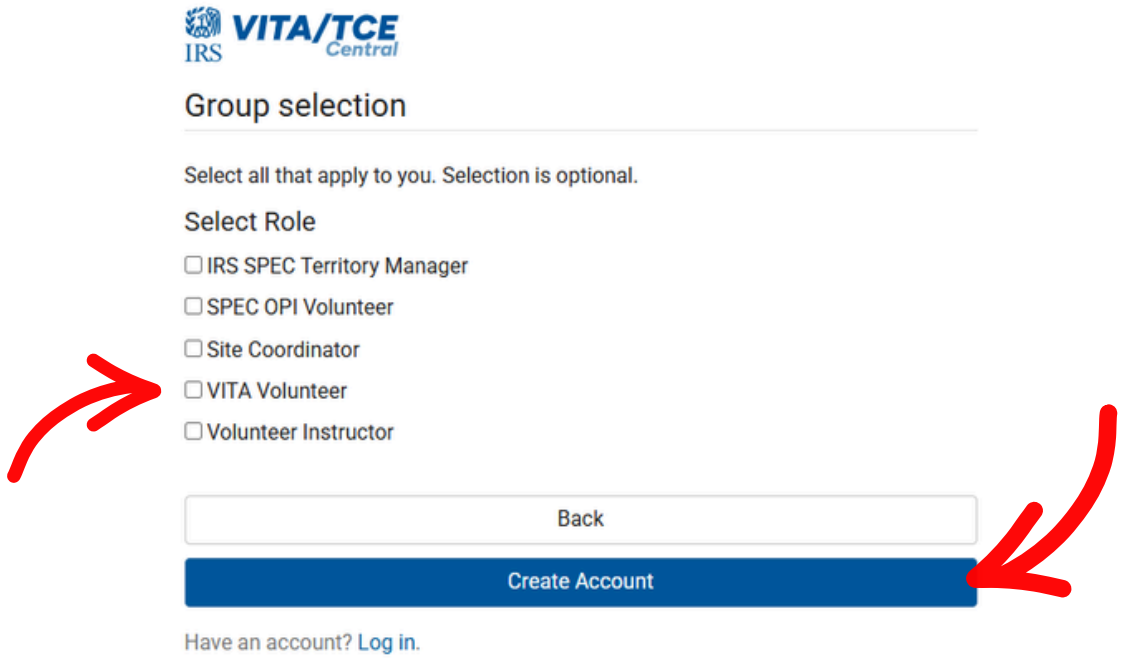


Accessing the Certification Website Pt. 2

4. **Fill out required information, check "I accept" and click "Continue"**

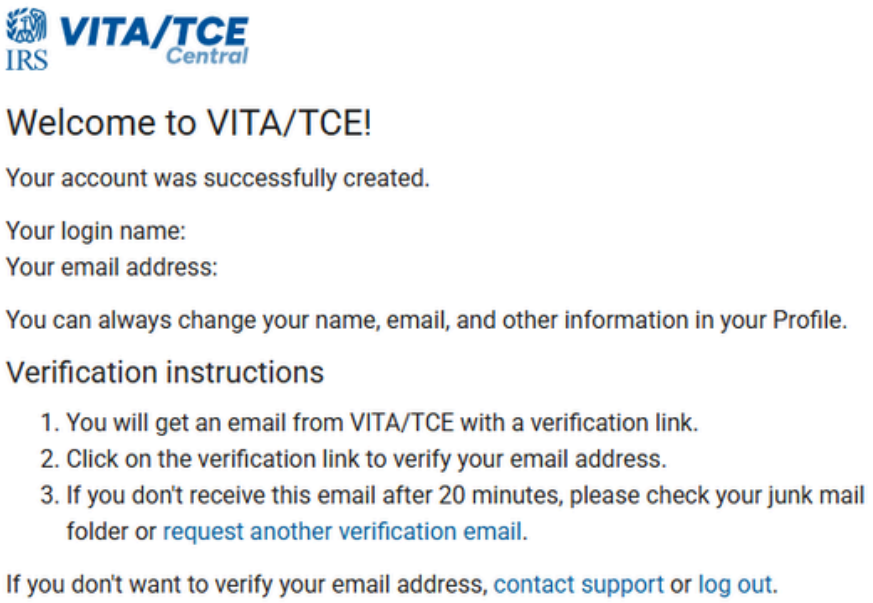


5. **Check "VITA Volunteer" and click "Create Account"**



Accessing the Certification Website Pt. 3

6. **This message will pop up!**



IRS VITA/TCE Central

Welcome to VITA/TCE!

Your account was successfully created.

Your login name:
Your email address:

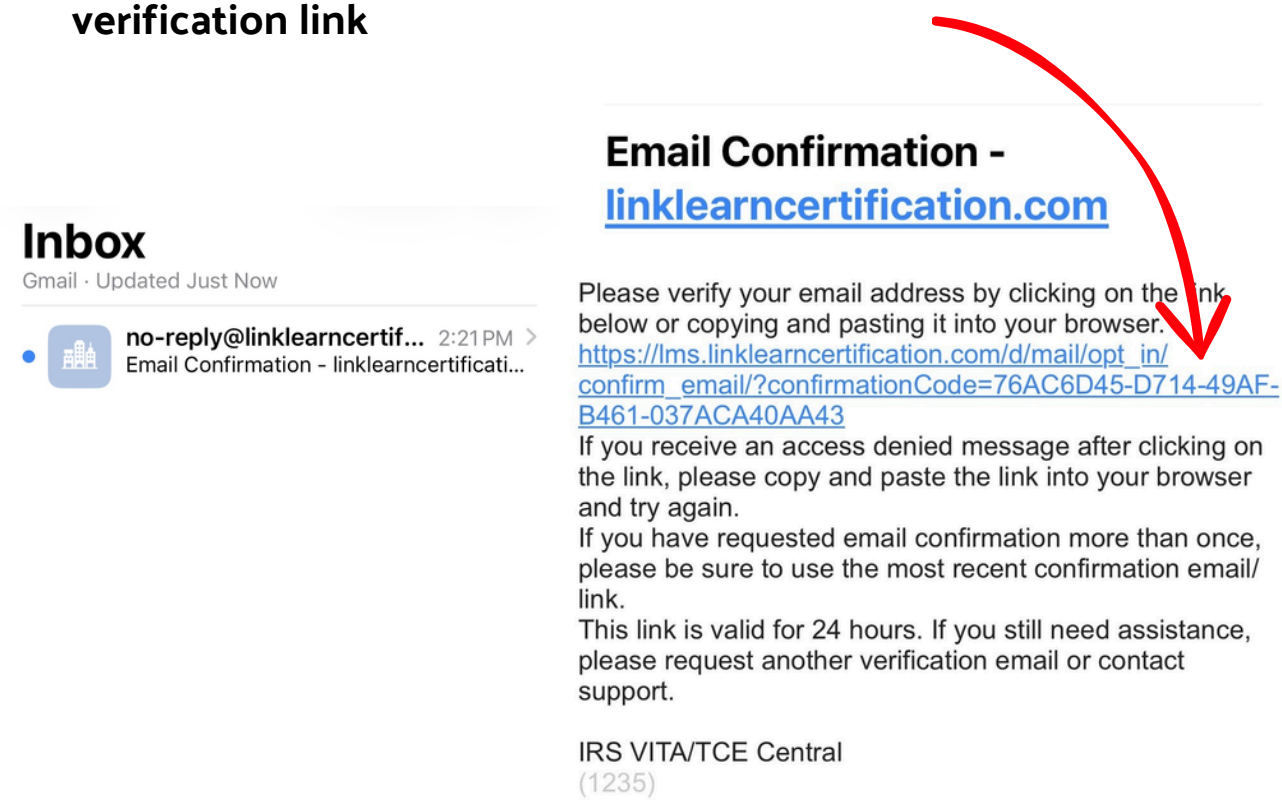
You can always change your name, email, and other information in your Profile.

Verification instructions

1. You will get an email from VITA/TCE with a verification link.
2. Click on the verification link to verify your email address.
3. If you don't receive this email after 20 minutes, please check your junk mail folder or request another verification email.

If you don't want to verify your email address, contact support or log out.

7. **Check your email (sometimes it goes to SPAM) and click the verification link**



Inbox

Gmail · Updated Just Now

no-reply@linklearncertif... 2:21 PM
Email Confirmation - linklearncertificati...

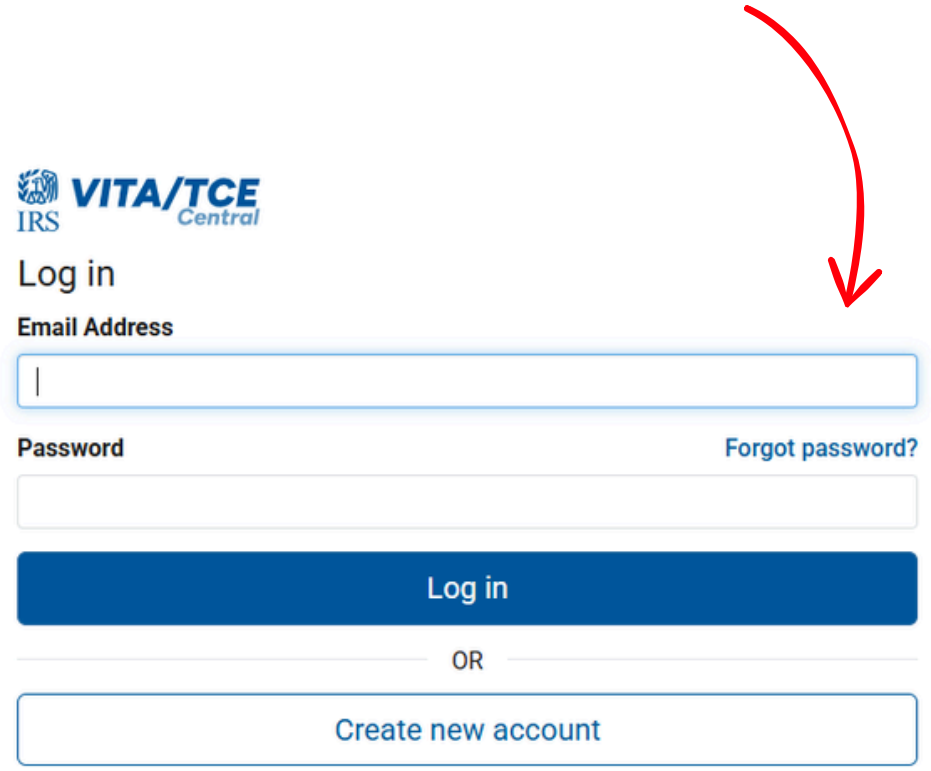
Email Confirmation - linklearncertification.com

Please verify your email address by clicking on the link below or copying and pasting it into your browser.
https://lms.linklearncertification.com/d/mail/opt_in/confirm_email/?confirmationCode=76AC6D45-D714-49AF-B461-037ACA40AA43
If you receive an access denied message after clicking on the link, please copy and paste the link into your browser and try again.
If you have requested email confirmation more than once, please be sure to use the most recent confirmation email/link.
This link is valid for 24 hours. If you still need assistance, please request another verification email or contact support.

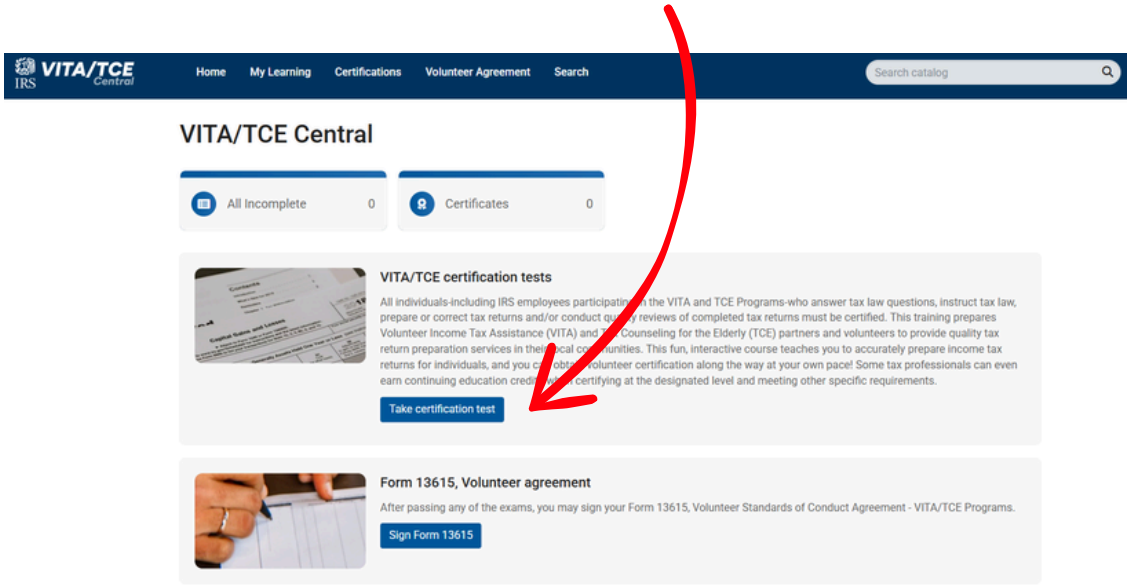
IRS VITA/TCE Central
(1235)

Accessing the Certification Website Pt. 4

8. **Log in with your email address and password**

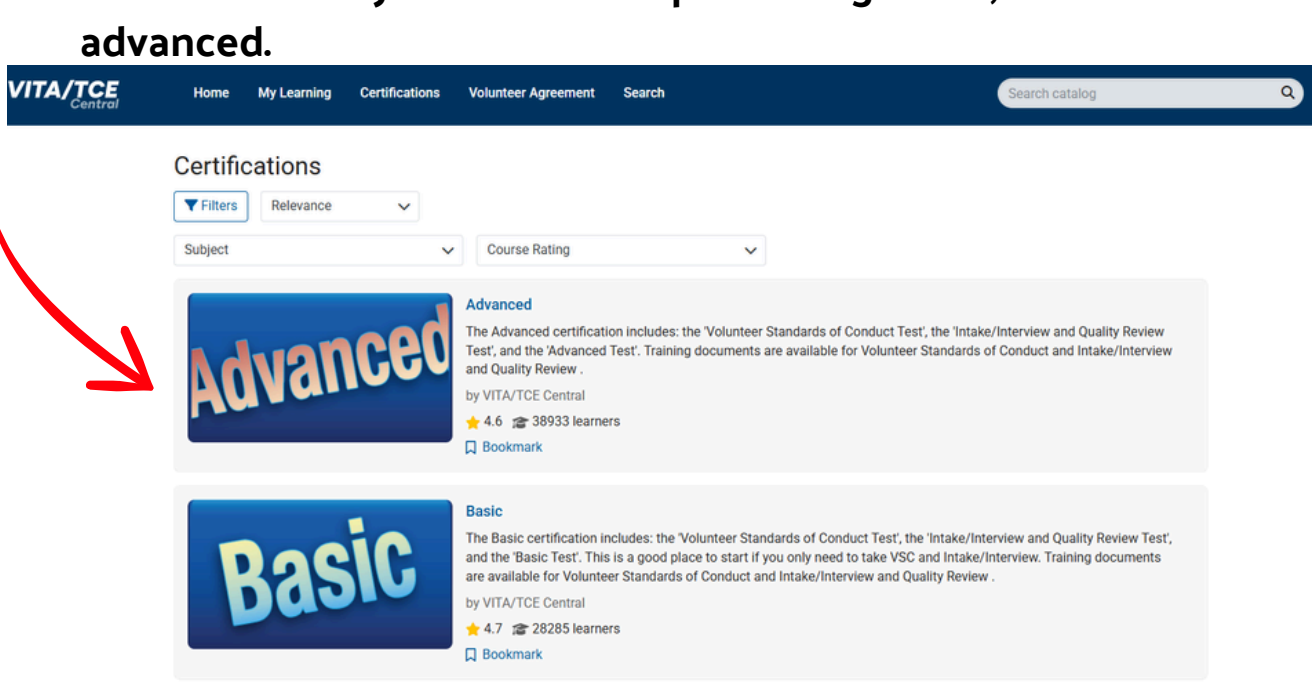


9. **Click "Take certification test"**

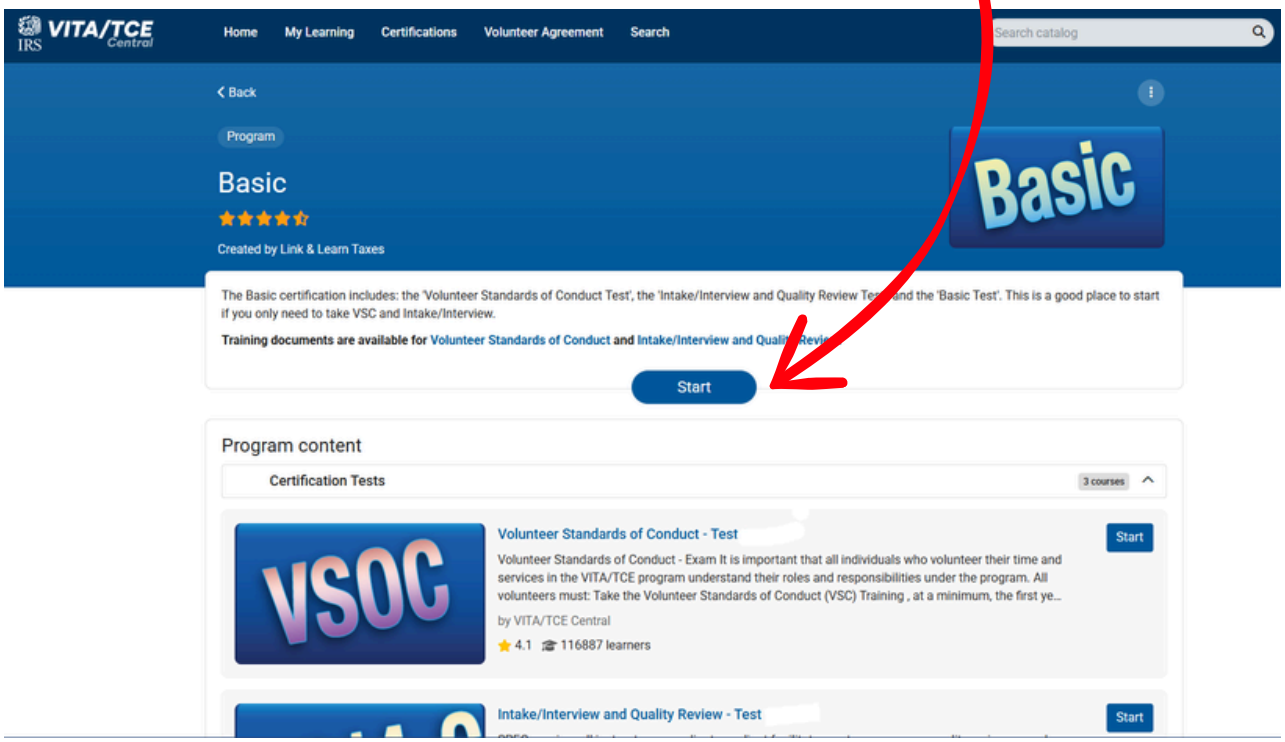


Accessing the Certification Website Pt. 5

10. **Tax Preparers are required to complete the Advanced Certification. If you are an interpreter or greeter, still click advanced.**

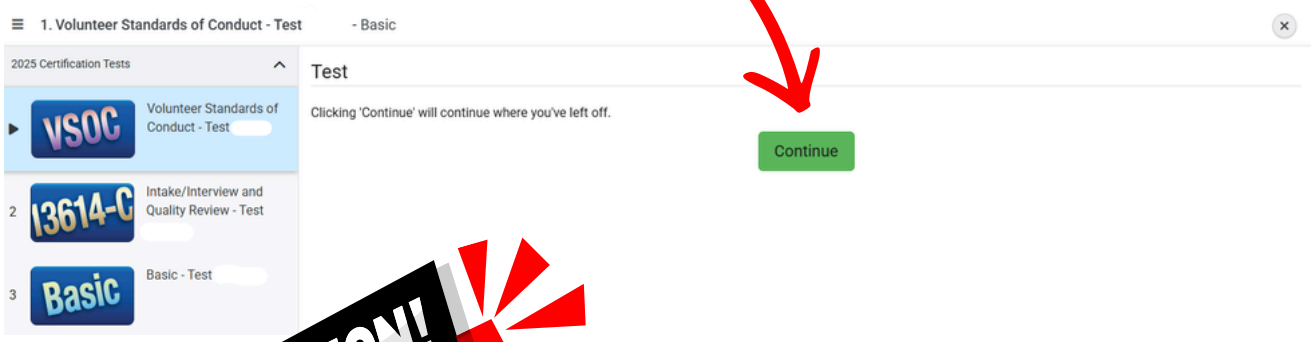


11. **Click "Start" to begin with Volunteer Standards of Conduct**



Accessing the Certification Website Pt. 6

12. **Click "Start" to begin Certification**





Make sure you complete ALL the certification tests for your volunteer role!
Remember: they are all open book! 🙂

Required Certification Tests	Site Coordinator	Tax Preparer	Intake/ Greeter	Spanish Interpreter
Standards of Conduct	X	X	X	X
Intake	X	X	X	
Advanced Certification	X	X		
Site Coordinator	X			