ReadMe for 2023 Self-Study

Find this and future ReadMe updates at: [SS-ReadMe](#) or https://ta-nttc.tiny.us/SS-ReadMe

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For use by AARP Foundation Tax-Aide Volunteers Only
The Self-Study training documents are for Tax-Aide volunteers and were developed by the AARP Foundation Tax-Aide, National Tax Training Committee. All other use is prohibited unless permission is granted.

Best Practice: Download the Self-Study programs to your personal computer. You can find links to the other documents in the Self-Study PDF or find them on your AARP Chromebook. Find all these PDF documents by accessing the **AARP Volunteer Portal > Tax-Aide: Training and Tax Law Library** and click to load and download the desired file. New Volunteers can access **AARP Volunteer Portal > Tax-Aide: Prospective Volunteer.**

A. Training Resources

    A.4. Pub 4491 - NTTC Modified

        A.4.1. Pub 4491-Tax-Aide Version **(the Self-Study lessons have direct internet access)**

    A.5. Self-Study

        A.5.1. Self-Study New Volunteer Lessons TY23.pdf (New Volunteers)

        A.5.2. Tax-Aide Mentor and Trainer Guide TY23.pdf

        A.5.3. Self-Study Counselor Resources TY23.pdf (All)

        A.5.4. Self-Study Certification Lessons TY23 (Returning and New Counselors)

        A.5.5. Self-Study Less Common Advanced Topics TY23 (Coming Soon)

        A.5.6. Student Progress and Answer Sheets TY23 All

        A.5.7. Read Me for TY23 Self-Study (All)

B. Tax Return Reference Materials

    B.1. Pub 4012 – NTTC Modified **(the Self-Study lessons have direct internet access)**

        B.1.1. Pub 4012 NTTC Modified TY22 (TY 23 to be released 11/1/23)

            B.1.1.1. Pub 4012 NTTC Modified

Self-Study Links to **[NTTC-4491](#)** (aka Pub 4491-Tax-Aide Version) and **[NTTC-4012](#)** (aka Pub 4012 – NTTC Modified Version)

    The self-study links do not point to specific pages of the Pub 4491 NTTC Modified **(Volunteer Training Guide)** and Pub 4012 NTTC Modified **(Volunteer Resource Guide)**. The student should find their way within each Tab to experience and navigate the document. Within the **[NTTC-4012](#)**: the **Table of Contents, Tab O 8 - 13,** and the Index have links to navigate the document and TaxSlayer.

AARP Foundation Chromebooks

When logged into your AARP Foundation account, notice the bookmark '**Tax-Aide Links'** near the top left of the Chrome browser. This folder has tax preparation links and other Google links that provide the most up-to-date resources for volunteers. When using a personal computer for self - study training, consider downloading electronic versions of the NTTC-4491, the NTTC-4012, and the AARP Scope manual to save in a folder or the desktop for easy access.

How to view & print PDF documents:
- Click on the PDF file link (shows a hyperlink underline).
- Find and click on the Print icon (upper right).
- In the next screen find and click on the print icon and direct the printout either to:
  - Printer attached to your computer
  - PDF file on your computer or in Google Drive

Adobe Acrobat Reader App

Use either an internet browser (Chrome) or Adobe Acrobat Reader to view PDF documents.
- Chrome: Your computer probably has an internet browser (e.g. Chrome). Copy the link into the URL line.
- Adobe Acrobat Reader DC for free: download the app then load the link into the filename.

Answers Sheet or Progress Sheets and other Useful Documents

Find the Answers Sheet and Progress Sheets in the **Self-Study Counselor Resources** document. Go to the **AARP > Volunteer Portal** and download these along with the other Self - Study documents to your PC or Mac. Students may want to work from the PDF versions because they can click on the many links for quick access through the internet. Use discretion when printing the larger documents.

To print from a Self-Study document in Google Drive:

Open the Self-Study document

(probably from a link in the Self-Study PDF document

or on your PC or in Google Drive)

Select > FILE > Download > PDF (.pdf)

Follow these instructions:

Control the printing within the Google Sheets (or Google Docs) app:
- First, highlight the complete print area.
- Then, click on File and find Print at the bottom of the pop out, or click Ctrl+P.
- With Print settings open, go down the right-hand menu
  - o Print: click on the (down arrow) and then Selected cells (A1:XXX)
  - o Page orientation: select Portrait
  - o Scale: select Fit to page breaks, then set up the page breaks
  - o Headers & footers: select Page numbers and Workbook title
  - o Click NEXT: select destination > Save as PDF