

## CONFIDENTIAL INFORMATION

# TY23 My Connections Sheet for Client Facilitators

There are 4 links in STEP 1 on the D45 Client Facilitator (CF) Resource Page:

<https://villagestaxaide.com/cf-login/>

Use this sheet to write down your user name and passwords for each link.

1) **AARP Volunteer Portal** where you sign up to become a volunteer

Your personal email: \_\_\_\_\_

Password: \_\_\_\_\_

**Libraries:** Technical and procedural inform for Tax-Aide

**Training:** Where to access the Required Learning Plans

**Manage Reimbursements:** Complete at the end of the season    \*\*For funding code use "Counselor-Federal Grant

2) **Link and Learn** where you take your tests to become certified

Your User Name: \_\_\_\_\_

Password: \_\_\_\_\_

3) **SignUp Genius** where you sign up to work for Tax-Aide

Your personal email: \_\_\_\_\_

Password: \_\_\_\_\_

4) **Acuity** where you make, change or delete appointments for taxpayers

Your personal email: \_\_\_\_\_

Password:            **Acuity2018**

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**User Name and Password** you use to sign on to **ANY** chromebook:

\_\_\_\_\_ty23@aarpfoundation.org

(Chromebook email will **always** start with your **9 digit number**, no hyphens)

**Password:** \_\_\_\_\_

**For the first time on Chromebook this year:** Use **TaxAide2023!** for the initial password.