

# ATX™ Learning Portal

## Logging into ATX

Every user must create both a username and a password to log into ATX. The Admin user has the ability to create usernames and passwords for other preparers. If you are not the Admin user, contact your Administrator to obtain your username and initial password.

To log into ATX:

1. Type your username and initial password in the fields provided. Then click **Login**.

Welcome To ATX

ATX™  
Tax Year 2023

Wolters Kluwer

Login passwords do not rollover from prior year versions and are different than passwords used on the support site.  
Passwords expire every 90 days.

User Name  
Admin

Password  
●●●●●●●●

[Reset Admin password](#)

Back up sensitive data to a safe and secure external source not connected fulltime to a network.  
See [Publication 5294](#) for more information.

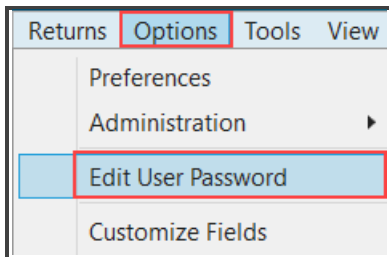
[Help](#) ☐ Remember User Name

After five failed attempts to log in, ATX automatically locks the user's account.

- If you forget your password, the Admin user can reset it. If the Admin user is locked out, the software activation code must be re-entered to unlock the program. This can be found on the **Download** page of the Solution Center.

After logging in, you can change your initial password to one of your choosing. To do this:

2. From the **Options** menu, click **Edit User Password**.



3. ATX displays the User Password dialog box. Type the current password, then create and re-key your new password.

A screenshot of a 'User Password' dialog box. The title bar says 'User Password' with a close button (X) on the right. Inside the dialog, on the left, there is an information icon (i) and text: 'Enter password information below. Passwords are case sensitive.' Below this, there are three input fields: 'Enter current password:', 'Enter a new password:', and 'Re-enter new password:'. The 'Enter a new password:' and 'Re-enter new password:' fields are grouped together and highlighted with a red box. On the right side of the dialog, under the heading 'Password must contain:', there is a list of requirements: '- 8-20 characters', '- 1 UPPERCASE letter', '- 1 lowercase letter', '- 1 number', and '- 1 special character (ex. ? ! \$ & \*)'. Below this list, it says 'Password expires every 90 days.' At the bottom right of the dialog, there are two buttons: 'Save' and 'Cancel'.

Passwords must meet the following requirements:

- 8-20 characters
- At least 1 upper case letter
- At least 1 lower case letter
- At least 1 number
- At least 1 special character/punctuation

4. Click **Save**.