

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**.

ATX Welcome To ATX

ATX™
Tax Year 2024

Wolters Kluwer

Login passwords do not rollover from prior year versions and are different than passwords used on the support site.

User Name
Jennifer

Password Show

Stay connected to the IRS through subscriptions to e-News for Tax Professionals, QuickAlerts and Social Media.
See [Publication 5294](#) for more information.

[Help](#) ☐ Remember User Name Login Cancel

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

- i** 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.

2. You will now need to setup the 2-Step Verification. Scan the QR code then click continue.


Pair Device -- 2-Step Verification

Protect your account

For added security, we need to pair with your authenticator app.

On your mobile device, open the app store, download an authenticator application, and set up an account. ⓘ

- Using your authenticator app, **scan the QR code**.



Your second-factor backup code is below. This can be used for manual setup and is necessary to recover your account in case your mobile is lost or stolen.

R3WFBTJ4H5SA

Copy

[? Help](#)

Cancel

Continue

3. You will now be prompted to enter your secure code from your authenticator app. Then click **Continue**.

2-Step Verification

Enter Secure Code

A 6-digit secure code will be provided by your authenticator app. ⓘ

Secure code

123456

✖

This code will refresh every 30 seconds.

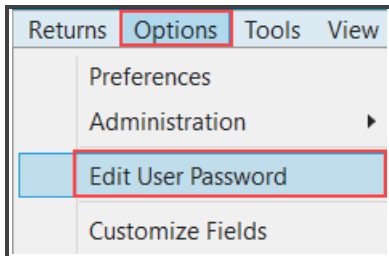
[? Help](#)

☐ Keep Me Authenticated

Cancel

Continue

4. After logging in, you can change your initial password to one of your choosing. To do this, From the **Options** menu, click **Edit User Password**.



5. 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. It features an information icon and a message: 'Enter password information below. Passwords are case sensitive.' 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 rectangular box. To the right of the input fields, it says 'Password must contain: - 8-64 characters'. At the bottom right, there are 'Save' and 'Cancel' buttons.

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

6. Click **Save**.