

Creating an Account on VITA/TCE Central



United Way of Tucson
and Southern Arizona
UnitedWayTucson.org



To get started, navigate to [VITA /TCE Central](#) and click Create Account.

A screenshot of the VITA/TCE Central website's "Create Account" page. The header features the "VITA/TCE Central" logo with a star icon. Below the header, there are two navigation tabs: "Home" and "Create Account", with the latter being highlighted in yellow. A blue arrow points from the text above to the "Create Account" tab. The main form area contains two input fields: "Username or email" and "Password". Both fields have red asterisks indicating required fields. The "Password" field also includes a red eye icon for toggling visibility. At the bottom of the form, there is a purple "Sign in" button and a link for "Forgot password".

Follow the example provided below to set up your account. Please note the following:

- All asterisk fields have to be completed.
- Your name needs to be entered exactly as shown on your identification document (Driver license, etc).
- The number of years as a volunteer should be 1 for new volunteers.
- Your password should be 8 characters. Our experience has indicated (1) you may not be able to use a special character and (2) at least one capital letter may be required.

Additional information is available in [IRS Publication 5378](#).

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[Home](#) [Create Account](#)

Self-Registration

Complete the fields below to create your account in the system.
Required fields are marked by an asterisk (*), all other are optional.

* Group: ☒ 01 - VITA Volunteer

Other choices are provided, but not pictured here ...

* Do you want to take SPEC OPI Training? ☐ Yes ☒ No

* Do you require activation of multiple OPI Pins? ☐ Yes ☒ No

* Do you want to take the Site Coordinator certification? ☐ Yes ☒ No

* Are you an Instructor? ☐ Yes ☒ No

* Are you an IRS SPEC Territory Manager? ☐ Yes ☒ No

* Do you plan to volunteer in the VITA/TCE Program? ☒ Yes ☐ No

* Training Source

Other

* First Name

Jane

* Last Name

Doe

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SEID

(For IRS employees Only)

* Username

 

* Password

  

* Confirm Password

   

* Email Address

* Confirm Email Address

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PLEASE NOTE: Should you ever forget your password, a valid email address is required to have a new one sent to you.

* Address 1

1 Main St

Address 2

* City

Tucson

* State / Provision

Arizona

* Postal Code

85701

Daytime Telephone Number

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* Time Zone

(GMT-07:00) Arizona

Partner/Organization Name

United Way of Tucson & Southern Arizona

* Years You Have Volunteered

1

Professional status for Continuing Education credits or Circ 230 ONLY

Select role for CE Credits

PTIN Number

Name as listed on PTIN Card

CTEC Number

Please ask for assistance via the [Support Portal](#) if you are interested in obtaining CE credits.

PLEASE NOTE: Enter your PTIN as it appears on your PTIN card; however, do not include a hyphen.

Register