The Minnesota Department of Human Services, Disability Services Division offers a variety of training opportunities for county staff and others who work with home and community-based programs. Opportunities include videoconferences, classroom training and several e-learning modules. Registration is required for most training opportunities.

Participants must have a Unique Key to register for training at the TrainLink Web site. DHS employees use their state employee identification number as their Unique Key. Others must request a Unique Key.

**Request a Unique Key**

1. Go to [www.dhs.state.mn.us/TrainLink](http://www.dhs.state.mn.us/TrainLink).
2. Select Unique Key Request: Never taken a DHS sponsored training class? Forgot your TrainLink Unique Key? Select [Unique Key Request Form](http://www.dhs.state.mn.us/TrainLink).
3. Complete the required fields on the request form. Please enter your county X1 number – the number used for MMIS, MAXIS and WMS accounts – if you have one. DHS staff can then create your TrainLink account using your X1 number as your Unique Key.
4. Select Submit.
5. You will receive your Unique Key via e-mail within two business days.

**Request a Forgotten Unique Key**

If you used your county X1 number on your original Unique Key request, then your X1 number is used to log into TrainLink to register for training.

DHS employees log into TrainLink using their state employee identification number.

Others must complete the Unique Key request form as previously outlined. If your employment details have not changed, simply enter your name, agency, phone number and e-mail and select Unique Key Reminder as the Type of Request. You will receive your Unique Key via e-mail within two business days.
Update TrainLink Account Information
You can update your e-mail address and telephone number at the TrainLink Web site.
1. Go to www.dhs.state.mn.us/TrainLink.
2. Select the Continuing Care Learning Center.
4. Enter your Unique Key and click OK.
5. Select Your Personal Contact Information from the Main Menu.
6. Enter your updated telephone or e-mail address. Select OK.

If you have moved, switched jobs or have other changes you must complete the Unique Key request form as previously outlined. Select Update information as the Type of Request.

More Information
Additional Training Tips, upcoming classroom training, videoconferences and Web-based learning opportunities are available at the Disability Services Division Training News and Information Web page.
1. Go to www.dhs.state.mn.us/TrainLink.
2. Select Disability Services Division from the left side of the page.

Please e-mail any questions or feedback to dhs.dsd.learn@state.mn.us.