

Registration Process for Health Care Training

The instructions in this document will guide the learner on how to register for the web-based learning for the Health Care Training Courses.

Step One – Access the TrainLink Homepage

Select the link for the Trainlink [home page](#).

Step Two – Obtaining a Unique Key

First time users follow these steps:

A TrainLink Unique Key is needed to register for or to begin taking classes. To request a unique key follow these steps:

1. Access the [Unique Key Request Form](#). The link to this form is also located on the TrainLink [home page](#).
2. Complete the request form. If you already have an X1#, enter it in the first field on the "Unique Key Request Form".
3. Submit the completed form by selecting "Submit" found in the upper left corner of the form.

An email will be sent to you within two business days which will confirm your unique key.

Returning users follow these steps:

1. Complete a [Unique Key Request Form](#), even if you already have a unique key, if your record needs to be updated with new information.
2. If you have forgotten your unique key, use the [TrainLink Unique Key Search Form](#). An email will be sent to you within two business days which will confirm your unique key.

Note: State employees should use their employee ID# as their unique key.

Step Three – Using Your Unique Key

You can begin taking classes upon receiving your confirmation email. To sign-in to the learning center follow these steps:

1. Return to the TrainLink [home page](#).
2. Scroll down the page and select "Health Care" located in the middle column. This will connect you to the [Health Care Learning Center](#)
3. Select "Sign On" located in the top right corner.
4. Enter your Unique Key and select "OK." Your name will appear in the top right corner.

The Health Care Learning Center is not available on Fridays until 8:30 am.

Step Four – Searching for Courses

Note: County and tribal staff take the Handling MN Information Securely courses via the following link: <https://data-securitytraining.dhs.mn.gov/Account/Login>

Please contact Hipaa.Training@State.mn.us for questions related to the Handling MN Information Securely courses.

Search for all Health Care Courses.

Follow these steps to display a list of all of the Health Care Courses.

1. Leave the "Search For:" field blank.
2. Change the category field to "All Health Care Training Courses".
3. Select the Search button.

Search for Health Care Reform Training Courses.

Follow these steps to display a list of all of the Health Care Reform Training courses.

1. Leave the "Search For:" field blank.
2. The category field will default to "DHS Health Care Reform Courses".
3. Select the Search button.

Search for Course Code or Course Name.

Health Care Course names and codes can be found in both the Course Sequencing and the Course Description pages which are located on the [Training Resources](#) page. Follow these steps to search for a specific code or name:

1. Enter the code or name in the "Search For:" field.
2. Select the Search button.

Step Five – Selecting and Opening Courses

Once you have located your desired course follow these steps:

1. Use the Select button in front of the appropriate course.
2. Determine if you are starting a course, resuming a course, or reviewing a course.

The following information is provided to help you with that selection:

Starting a Course

There are three ways to start a course that has not been completed. Courses function differently depending on the way the course is started.

1. Select the **Start Course** button located in the upper right corner. The course will open. Upon closing each module, you will be directed to the next module until all modules are complete without returning to the module menu.
2. Select the **Start** link found before the first module in the course menu. The course will open. Upon closing each module, you will be directed to the next module until all modules are complete without returning to the module menu.
3. Select the **Start** link found just below the name of the first module. The course will open. Upon closing each module you will return to the course menu to select the next module until the course is complete.

Note: If you choose to **Restart** a course after the course is completed, the course is reset and you will need to complete the course again to receive credit on your transcript.

Resuming a Course

If users leave and come back to finish later, they should see a **Continue Course**, **Restart Course** or **Cancel Course** buttons. If the **Restart Course** button is selected the users previous score will be reset.

Reviewing a Course

If users want to review a course they have already taken without resetting their score, they should select the **Review Course** button.

Note: You will receive an error message regarding pop-up blockers, if your pop-up blocker function is turned on. Contact your internal IT support person if you receive this message and request the pop-up blocker function be turned off.

Step Six – Add to Favorites

You can save a course to your favorites once you have selected a class, but before you have started it.

Links

[Health Care Reform Training Resources](#)

[Health Care Learning Center](#)

[Health Care Training News and Information](#)

Questions or Feedback?

Please contact Jen Gerber, HCEA Education Supervisor, with any questions or feedback:

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