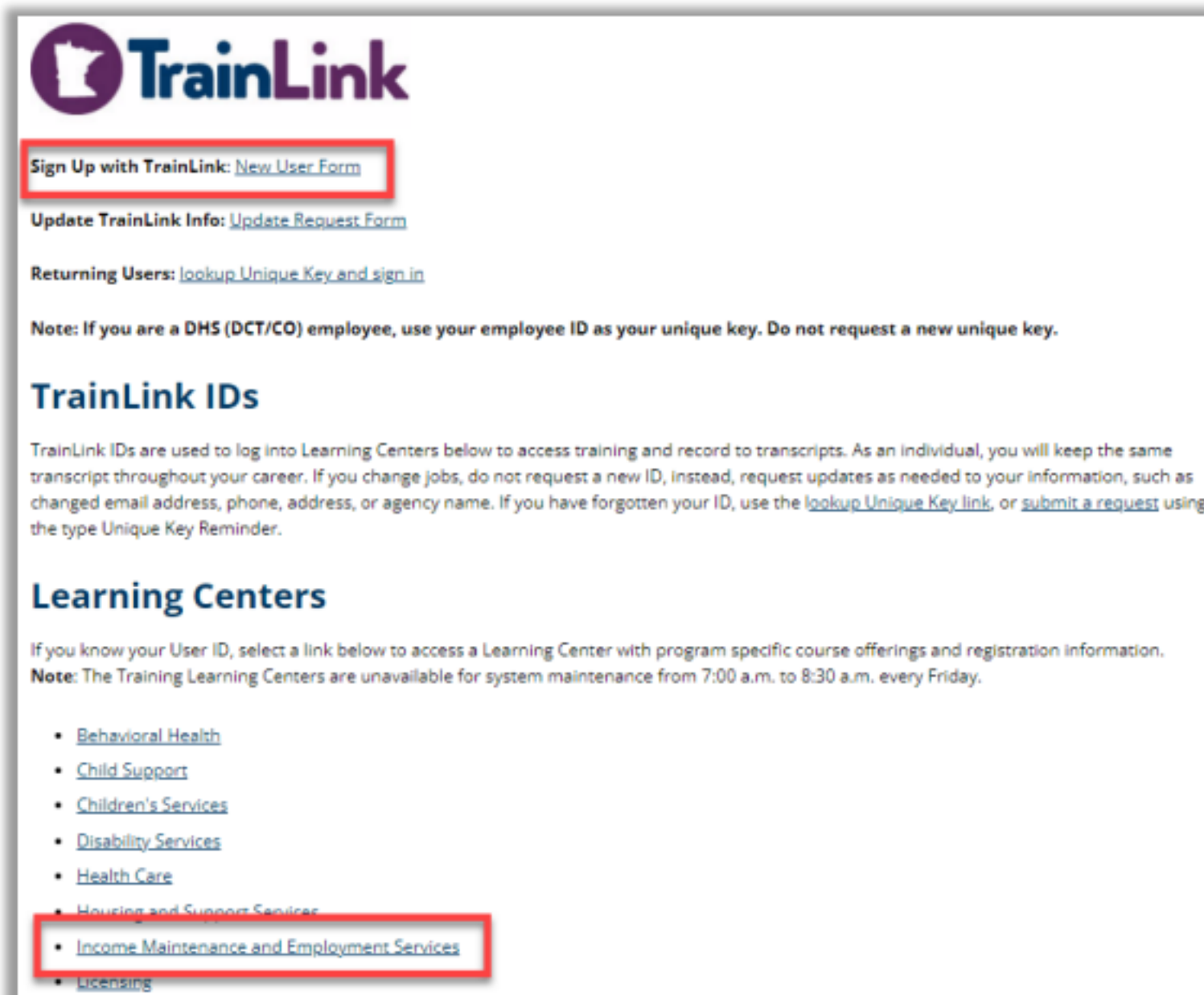


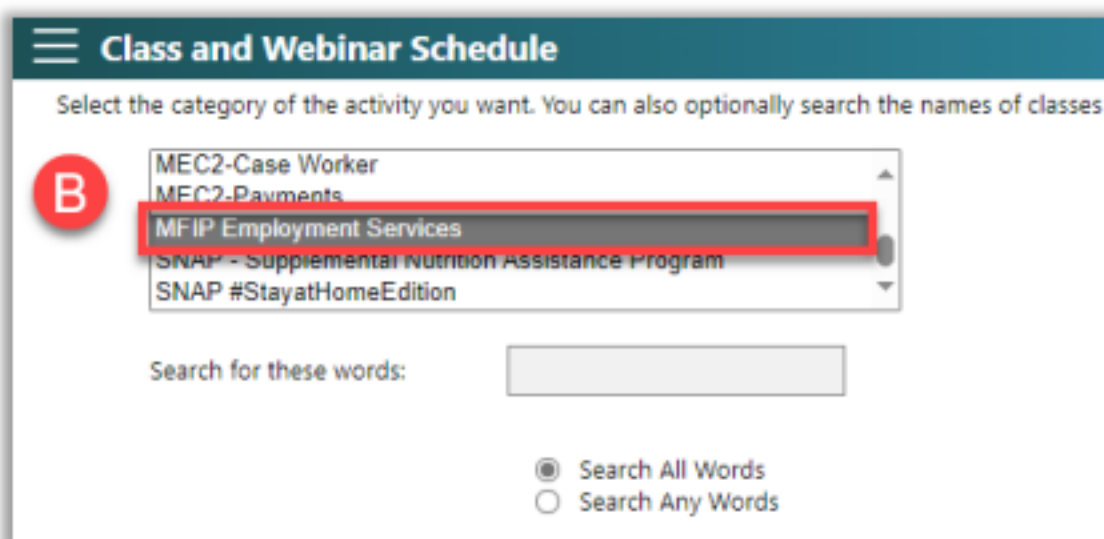
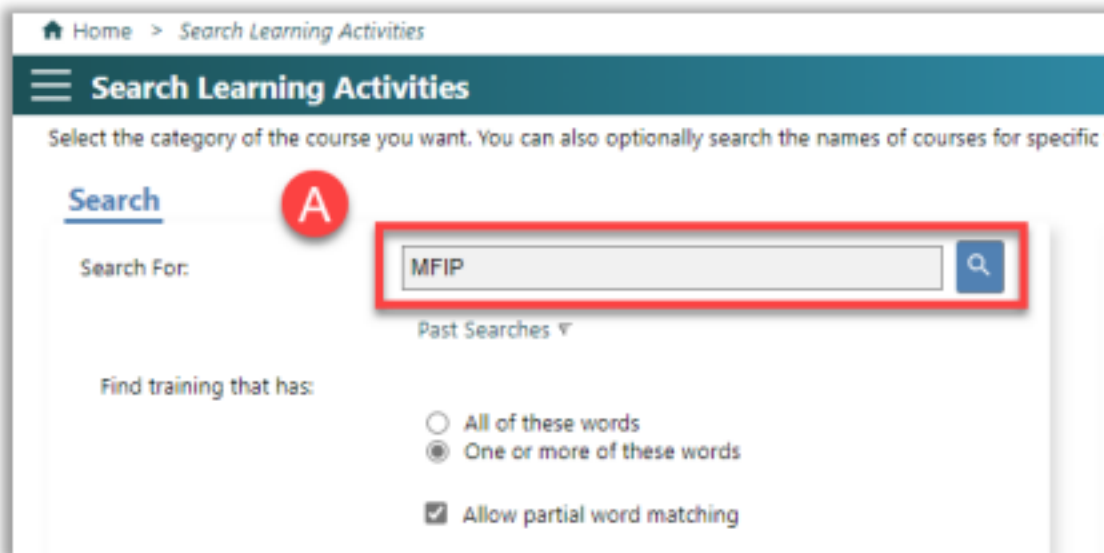
## How to register for classes in TrainLink

1. Go to the [Train Link website](#). If you do not have a Unique Key in Train Link, you can go to this link [Unique Key Request Form](#).
2. Select the *Income Maintenance and Employment Services* Learning Center



The screenshot shows the TrainLink website interface. At the top left is the TrainLink logo, which consists of a purple circle containing a white outline of the state of Michigan, followed by the text "TrainLink" in a bold, purple, sans-serif font. Below the logo, there are three lines of text: "Sign Up with TrainLink: [New User Form](#)", "Update TrainLink Info: [Update Request Form](#)", and "Returning Users: [lookup Unique Key and sign in](#)". A red rectangular box highlights the "Sign Up with TrainLink: [New User Form](#)" link. Below this is a note: "Note: If you are a DHS (DCT/CO) employee, use your employee ID as your unique key. Do not request a new unique key." The next section is titled "TrainLink IDs" in bold blue text. Below the title is a paragraph: "TrainLink IDs are used to log into Learning Centers below to access training and record to transcripts. As an individual, you will keep the same transcript throughout your career. If you change jobs, do not request a new ID, instead, request updates as needed to your information, such as changed email address, phone, address, or agency name. If you have forgotten your ID, use the [lookup Unique Key link](#), or [submit a request](#) using the type Unique Key Reminder." The following section is titled "Learning Centers" in bold blue text. Below the title is a paragraph: "If you know your User ID, select a link below to access a Learning Center with program specific course offerings and registration information. Note: The Training Learning Centers are unavailable for system maintenance from 7:00 a.m. to 8:30 a.m. every Friday." Below this paragraph is a bulleted list of learning centers: "Behavioral Health", "Child Support", "Children's Services", "Disability Services", "Health Care", "Housing and Support Services", "Income Maintenance and Employment Services", and "Licensing". A red rectangular box highlights the "Income Maintenance and Employment Services" link.

3. Click Sign on and enter Unique Key.
4. Search for courses by clicking on *Course Catalog* (both online and instructor-led) or *Class Schedules* (instructor-led only).
  - a. *Course Catalog* (Search course code, course title, or related keywords)
  - b. *Class and Webinar Schedules* (Select the category)



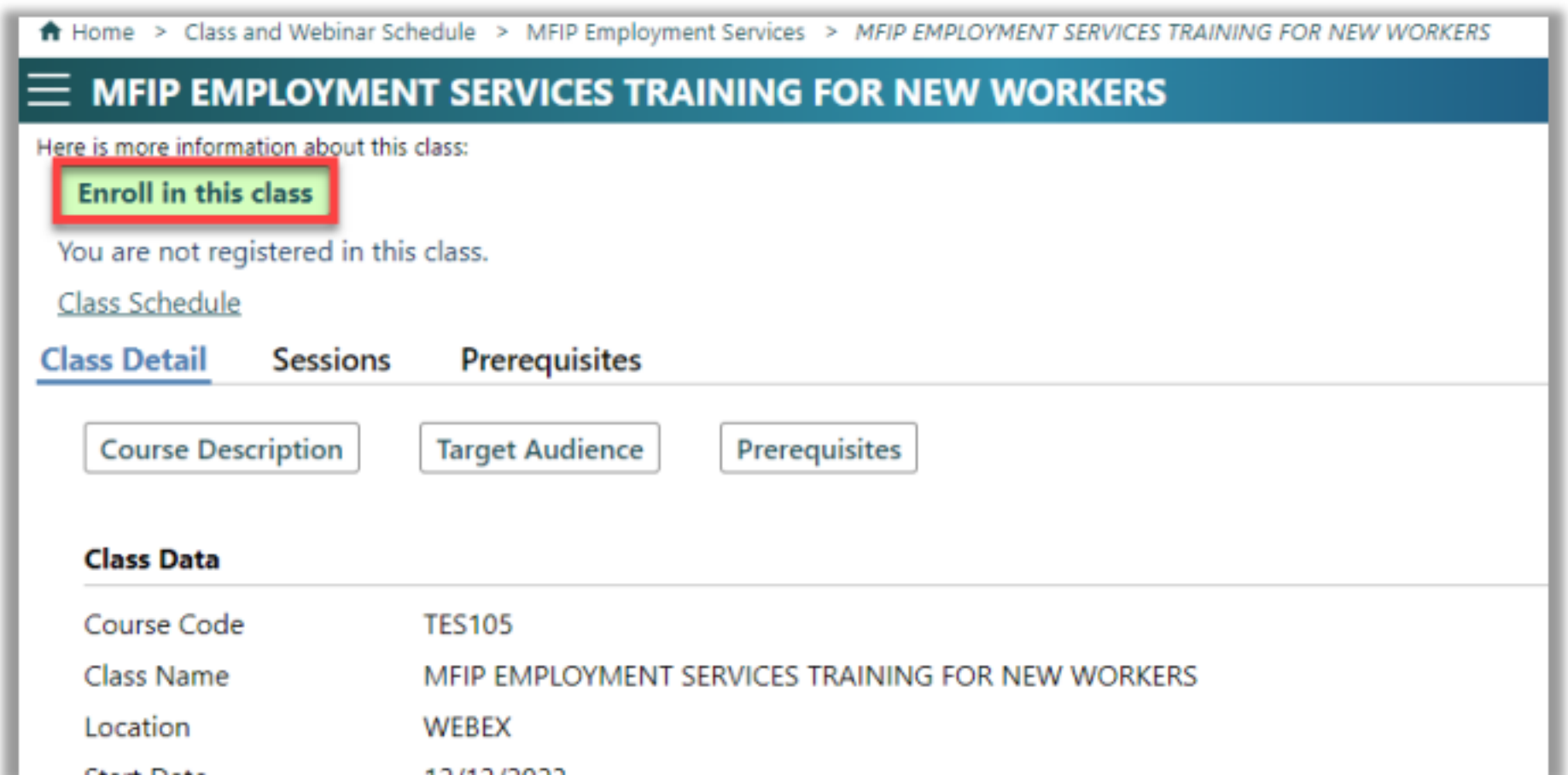
5. Select the class to register.



The screenshot shows the TrainLink website interface for MFIP Employment Services. At the top, there is a logo for TrainLink and the Minnesota Department of Human Services. Below the logo, there is a breadcrumb trail: Home > Class and Webinar Schedule > MFIP Employment Services. The main heading is "MFIP Employment Services". Below the heading, there is a prompt: "Select an activity for more information or to change a registration." There are two buttons: "Sort on Start Date" (with a dropdown arrow) and "Sort Now". Below these buttons is a table with the following columns: Class Name, Start Date, End Date, Days/Sessions, City, Available Seats, and Delivery Method. The table contains two rows. The first row is "MFIP EMPLOYMENT SERVICES TRAINING FOR NEW WORKERS" with a start date of 10/03/2023, end date of 10/05/2023, 3 days/sessions, and 0 available seats. The second row is "MFIP EMPLOYMENT SERVICES TRAINING FOR NEW WORKERS" with a start date of 12/12/2023, end date of 12/14/2023, 3 days/sessions, and 19 available seats. The second row is highlighted with a red border.

Class Name	Start Date	End Date	Days/Sessions	City	Available Seats	Delivery Method
MFIP EMPLOYMENT SERVICES TRAINING FOR NEW WORKERS	10/03/2023	10/05/2023	3		0	Web Conference/Webinar
MFIP EMPLOYMENT SERVICES TRAINING FOR NEW WORKERS	12/12/2023	12/14/2023	3		19	Web Conference/Webinar

6. Click on *Enroll in this class or Add to waitlist*, if class is full.



The screenshot shows the TrainLink website interface for the MFIP Employment Services Training for New Workers class. At the top, there is a breadcrumb trail: Home > Class and Webinar Schedule > MFIP Employment Services > MFIP EMPLOYMENT SERVICES TRAINING FOR NEW WORKERS. The main heading is "MFIP EMPLOYMENT SERVICES TRAINING FOR NEW WORKERS". Below the heading, there is a prompt: "Here is more information about this class:". Below this prompt is a button labeled "Enroll in this class" which is highlighted with a red border. Below the button, there is a message: "You are not registered in this class." Below the message is a link labeled "Class Schedule". Below the link are three tabs: "Class Detail", "Sessions", and "Prerequisites". Below the tabs are three buttons: "Course Description", "Target Audience", and "Prerequisites". Below the buttons is a section titled "Class Data" which contains the following information: Course Code: TES105, Class Name: MFIP EMPLOYMENT SERVICES TRAINING FOR NEW WORKERS, Location: WEBEX, and Start Date: 12/12/2023.

For questions/concerns about Employment Services courses, please email Ma Yang at [ma.yang@state.mn.us](mailto:ma.yang@state.mn.us).