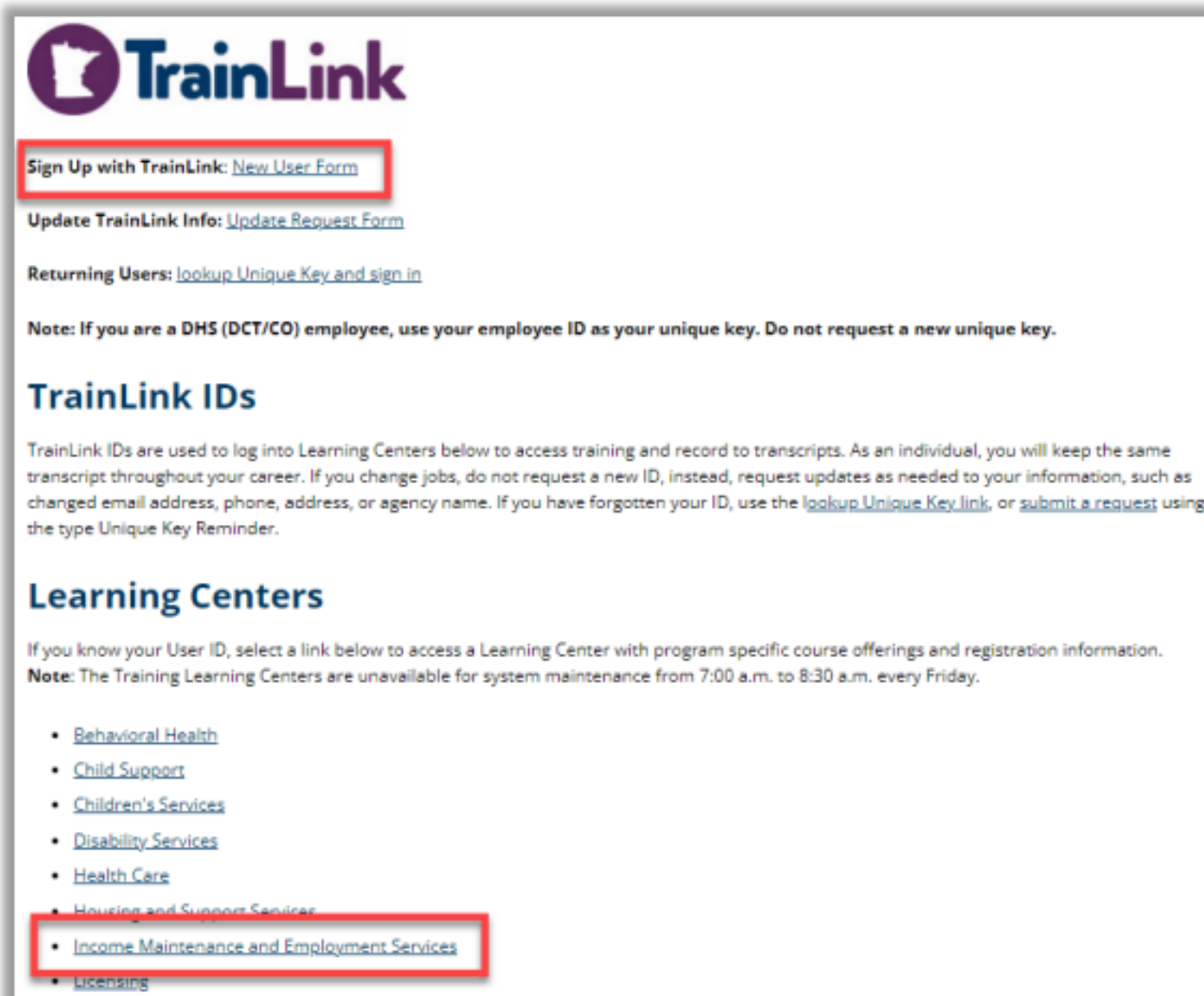


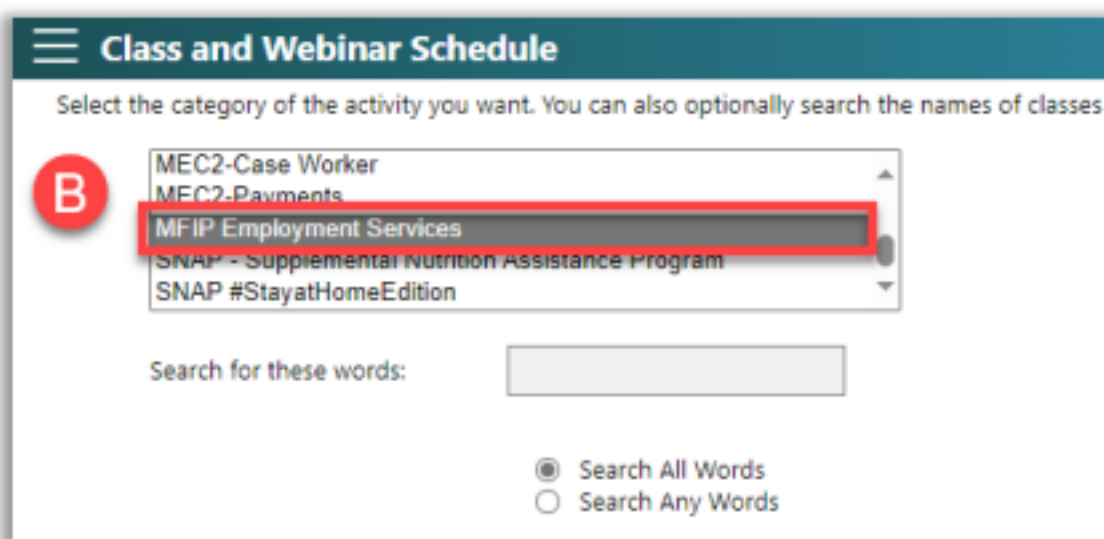
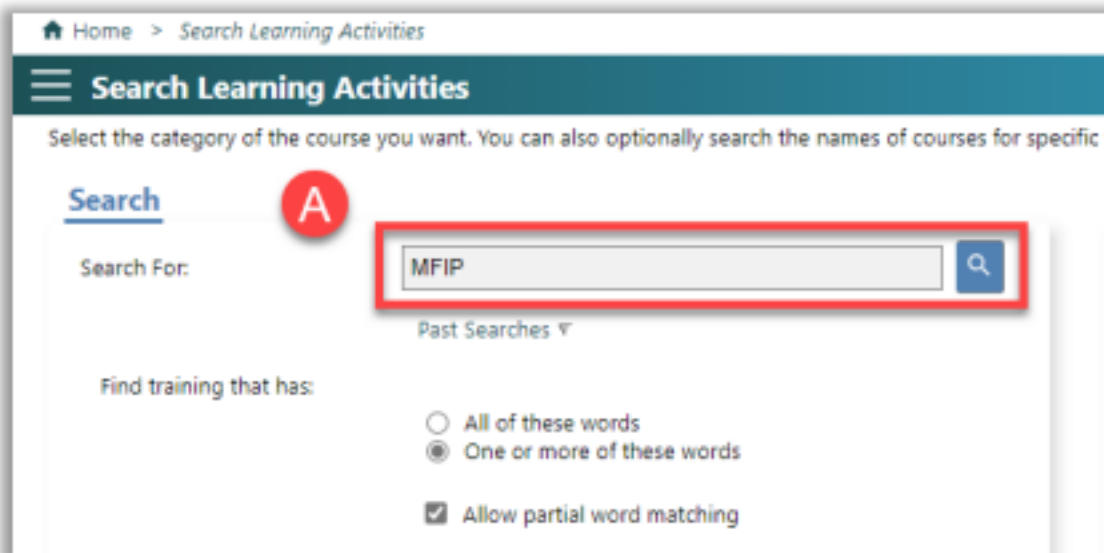
How to register for classes in TrainLink

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 Minnesota, followed by the text "TrainLink" in a bold, purple, sans-serif font. Below the logo, there are several links: "Sign Up with TrainLink: [New User Form](#)" (highlighted with a red box), "Update TrainLink Info: [Update Request Form](#)", and "Returning Users: [lookup Unique Key and sign in](#)". A note follows: "Note: If you are a DHS (DCT/CO) employee, use your employee ID as your unique key. Do not request a new unique key." Below this is a section titled "TrainLink IDs" with a paragraph explaining that IDs are used for logging into Learning Centers and that users should request updates rather than new IDs. Another section titled "Learning Centers" includes a note about system maintenance and a list of learning centers: Behavioral Health, Child Support, Children's Services, Disability Services, Health Care, Housing and Support Services, [Income Maintenance and Employment Services](#) (highlighted with a red box), and Licensing.

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.

TrainLink
DEPARTMENT OF HUMAN SERVICES

Home > Class and Webinar Schedule > MFIP Employment Services

MFIP Employment Services

Select an activity for more information or to change a registration.

Sort on Start Date [v] Sort Now

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.

Home > Class and Webinar Schedule > MFIP Employment Services > MFIP EMPLOYMENT SERVICES TRAINING FOR NEW WORKERS

MFIP EMPLOYMENT SERVICES TRAINING FOR NEW WORKERS

Here is more information about this class:

Enroll in this class

You are not registered in this class.

[Class Schedule](#)

Class Detail Sessions Prerequisites

Course Description Target Audience Prerequisites

Class Data

Course Code	TES105
Class Name	MFIP EMPLOYMENT SERVICES TRAINING FOR NEW WORKERS
Location	WEBEX
Start Date	12/12/2023

For questions/concerns about Employment Services courses, please email Ma Yang at ma.yang@state.mn.us.