



Registration Instructions

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 e-learning modules. Registration is required for most training opportunities.

Participants must have a Unique Key to register for training. DHS employees use their state employee identification number as their Unique Key. Others must request a Unique Key. Detailed instructions on requesting a Unique Key are available in [DSD Training Tips: TrainLink Unique Keys](#).

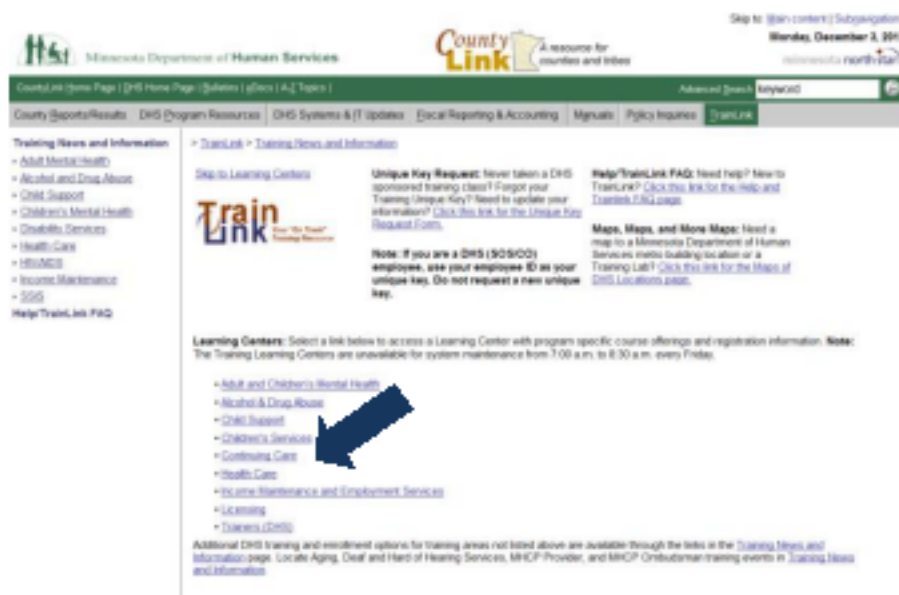
Log into TrainLink

1. Go to www.dhs.state.mn.us/TrainLink.
2. Select *Continuing Care* listed below the Learning Centers.

3. Select Sign On.



4. Enter your Unique Key and click OK.



Scheduled Events

Register for Classroom training, Webinar and Videoconferences

1. Log into TrainLink
2. Select Class Schedule/Registration under the Training Information heading on the Main Menu.



3. Select All Training for Disability Services and click GO! to see a listing of all available classes and videoconferences. You can also select individual classes or search for classes by keyword or date.



4. Select a class.



5. Select Enroll in this class.



6. Select Yes when asked, "Are you sure you want to enroll in this class?"



7. Verify or correct your e-mail address and phone number. Click OK to complete your registration.



Unscheduled training

Register for E-Learning Modules

1. Log into TrainLink.
2. Select Search Learning Activities under the Training Information heading on the Main Menu to see all e-learning modules.



3. Enter an e-learning module (or leave blank for all modules) and select All Online Training for Disability Services and click Search.



4. Click Select.



5. Disable any pop-up blockers. Contact your local technology department for assistance in disabling pop-up blockers.
6. Select Start Course to begin the course.



More Information

Additional *Training Tips* are available at the [Disability Services Training News and Information Web page](#).

1. Go to www.dhs.state.mn.us/TrainLink.
2. Select Disability Services from the left side of the page.



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