

Online Course Registration and Completion Process (County)

Step 1:
To register for or begin taking courses you must obtain a TrainLink Unique Key by filling out a Unique Key Request Form. The link to this form is located on the TrainLink home page. There is also a form to complete if you have forgotten your TrainLink unique key. Your unique key will be emailed to you within 2 working days.

Step 2:
When ready to register for, and/or begin taking courses, enter the Health Care Student Center via the County TrainLink home page.

Step 3:
Click on the menu item labeled Course Search/Online Learning.

Step 4:
Select the appropriate course track and click on the "GO!" button at the bottom of the page. (Note: Orientation to Learning Space 5.01 and MAXIS and MMIS Basics are common to all tracks so are listed separately on this menu.)

Step 5:
Click on the "SELECT" button in front of that course. (Note: Courses are listed within each track in order of prerequisite for new workers needing MMIS access, or for existing workers moving to a new caseload type (Long Term Care, MinnesotaCare, etc.) The Orientation to Learning Space 5.01 should be taken first by workers new to online learning. The MAXIS and MMIS Basics course should be the last course taken prior to completing the Systems training requirement for each track.)

Step 6:
View information about the course you have selected, view required prerequisites for that course, or view registration information. To register for the course, click on "For registration information, click here".

Step 7:
You will be prompted for your unique key. Enter the unique key you received from Step 1 and click on the "OK" button. (Note: If you have already logged on prior to this step, you will not be prompted to logon at this point. Proceed to step 8.)

Step 8:
This page gives you more information about the selected course. Click on "Click here to go to the Online Course Start Page".

Step 9:
Click on "START" to register for and begin taking the online course.

[Health Care – Training Information](#)