



Register to use the Centralize Training Database

The Centralized Training Database provides an opportunity for agencies to train in their agency. This database is located at SSIS. Agencies can register to use it for a half day at a time. Agencies can train up to 10 users at a time on individual workstations. Mentors and trainers report the user friendly operation as helpful. Please consider this as a possible resource for your agency.

Registration Instructions:

1. Registrations are accepted from Primary Worker and Fiscal mentors and trainers.
2. Email your registration to dhs.ssisregister.dhs@state.mn.us with "Centralized Training Request" in the subject line.
3. Indicate which day(s) you want to conduct training. Provide a contact name for the training session.
4. SSIS checks database availability and confirms your registration.
5. SSIS emails instructions for installing/testing the Citrix Client and using the Centralized Training database. A list of assigned user IDs and Passwords for the Citrix Client is included.
6. The agency mentor/trainer, with assistance from their county/tribal IT department, must install and test the Citrix Client four to five days before training. Report to SSIS (via email or phone) the success of the installation and test.

To View the Online Calendar and Available Dates:

1. From CountyLink, select DHS Systems & IT Updates.
2. Select SSIS Resources and use the home page site map to navigate to:
3. Training>Worker Training>[Centralized Training Database](#).
4. View the available dates on the monthly calendars before you register.
(The mentor/trainer cannot directly enter requests on this calendar. The requests are entered on the calendar after the registration process above has been completed.)