

## **New Users: How do I use TrainLink to register for a DHS class?**

1. If you have never used DHS TrainLink to register for a class you will need to fill out a **Unique Key Request** located at <http://www.dhs.state.mn.us/TrainLink>
2. Fill out the request carefully and make sure to use a **correct email address**. Your **Unique Key** will be **emailed** to you within 2 business days.
3. After receiving your **Unique Key**, register for a class by following these directions:
  - a. Go to DHS TrainLink: <http://www.dhs.state.mn.us/TrainLink>
  - b. Click the **Adult & Children's Mental Health** link.
  - c. Click **Sign On** in the upper **RIGHT** corner and type in your Unique Key.
  - d. Click **Class Schedules/Registration**.
  - e. Scroll down to **Children's MH Classes**, highlight and click **GO!**
  - f. Click **SELECT** for your class.
  - g. In the upper right click **Enroll in this class** and then answer Yes or No. Make sure the information is OK, if not, correct it and then click the OK button.
  - h. View the Course Description and/or **Sign Off** from TrainLink.
  - i. You will receive an email notice that you are registered for the class.

## **New Users: How do I cancel my DHS class registration in TrainLink?**

1. If you need to cancel from a class, please do so immediately.
2. Click the DHS TrainLink: <http://www.dhs.state.mn.us/TrainLink>
3. Click the **Adult & Children's Mental Health** link.
4. Click **Sign On** in the upper **RIGHT** corner and type in your Unique Key.
5. Click **Class Schedules/Registration**.
6. Scroll down to **Children's MH Classes**, highlight and click **GO!**
7. Click **SELECT** for your class.
8. In the upper right corner **Cancel from this class**.
9. Click **Yes** and then **Sign Off**
10. You will receive an email canceling your registration.