Using TrainLink to Register for WF1 Training

What is TrainLink?

TrainLink is DHS's learning management system. The TrainLink web site contains several Learning Centers as well as links to other DHS registration systems. Here you can find class schedules, online learning modules, and the training registration system. TrainLink keeps track of learner participation, including classes completed and certifications earned.

How do I use Train Link to register for the MFIP, DWP, and SNAP WF1 training class?

Go to TrainLink Home Page.
Click on the "Income Maintenance and Employment Services" link in the center of the page.
Select Class Schedules/Registration
Select "All Income Maintenance Classes."
Where it says "Search for these words," type in "Workforce One Basics"
Select the class you are interested in
Click on the link at the top that says "Click here for information about taking this course."
Enter your Unique Key.
Click OK.
On the far right, click on the link that says "Enroll in this class."
Select Yes when asked, "Are you sure you want to enroll in this class?"
Verify or correct your e-mail address, phone and fax numbers. Click OK to complete your registration. You will receive an automated e-mail confirmation of your enrollment provided that we have your correct e-mail address.

What is a unique key?

Your Unique Key is an identification number that the Learning Centers use to manage your transcript and registrations. If you have forgotten your unique key, go to: http://pathlore.dhs.state.mn.us/user_search/EmailSearch.aspx to search for it.

If you are a DHS employee, your state ID number is also your unique key. If you are a county employee with an X1 number your X1 number is often also your unique key. For all other users, your unique key is provided by request using the form found at: http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_009660#.

Why can't I register?

To assure adequate materials and seats, registration is never permitted through TrainLink on the same day of the class. You may receive the message that "This class has a start date of today" or "That class has already started", even though technically, it may not start for a few hours. Sometimes, registration closes a few days earlier than the class date, again with the intent of assuring sufficient materials and seats for the registered attendees. If you receive the message that "This class is no longer open for enrollments", this is probably the reason.

To assure that resources don't go to waste and that as many learners as possible have the opportunity to attend training, simultaneous registration in multiple classes that overlap on the same dates and times is often not permitted at the discretion of the training host area. If you receive the message that "You cannot register in this class because you are already taking another class at the same time," this is most likely the reason. You may view Your Training Calendar from the Learning Center home page to determine the cause of the conflict.

Finally, a few classes don't permit enrollment if you have previously completed or enrolled in the class on a different date. If you receive the message "You cannot register in this class because you have already signed up for or taken it" this is the reason. However, if you would like to take a class again, please call

Susan Seidl at 651.431.4139 or send an email (susan.seidl@state.mn.us) with the following information: class name, date, time, your full name, phone number, email and unique key.

How do I cancel from a class?

As soon as you find out that you are unable to attend a class, please cancel your registration.

Go to TrainLink Home Page.
Select the "Income Maintenance and Employment Services" Learning Center.
Select "Sign On."
Enter your Unique Key and click OK.
Select "View Your Transcript" from the Main Menu.
Select the class you wish to cancel from by clicking on the word "Select" in front of the class name.
Select "Cancel from this class."
Select "Yes" when asked, Are you sure you want to cancel from this class?
For most class sessions, you will receive an automated e-mail message confirming your cancellation.

NOTE: You may be unable to cancel on the date of the class through the Learning Centers. If you need to cancel on the day of the class and cannot do so through the Learning Center, please call Susan Seidl at 651.431.4139 or send an email (susan.seidl@state.mn.us) with the following information: class name, date, time, your full name, phone number, email and unique key.

Does DHS provide food or lodging?

No. Contact your employer to see if they reimburse employee food or lodging expenses.

Does DHS provide parking or reimburse parking fees?

No. However, for many classes held at the DHS Training Center (444 Lafayette Rd in St Paul) you will be provided via e-mail with a print-and-display parking permit for a shuttle-served remote lot. Not all class sessions park in the same lot, so be sure to verify your e-mail reminders for each class to determine where you are expected to park. Do not park in lots for which you don't have a permit as you may incur a ticket and/or towing fees.

What dining is available near the DHS Training Center?

Check with the information desk or your instructor at the training facility. Both the Elmer L. Andersen Human Services and 444 Lafayette buildings have cafeterias and gift shops that sell meals, sandwiches, beverages and snacks. This is also a refrigerator and microwave available in the DHS Training Center for all students to use. Please feel free to bring your own food.

For any other questions, please contact Susan Seidl at 651.431.4139 or by email at: susan.seidl@state.mn.us.