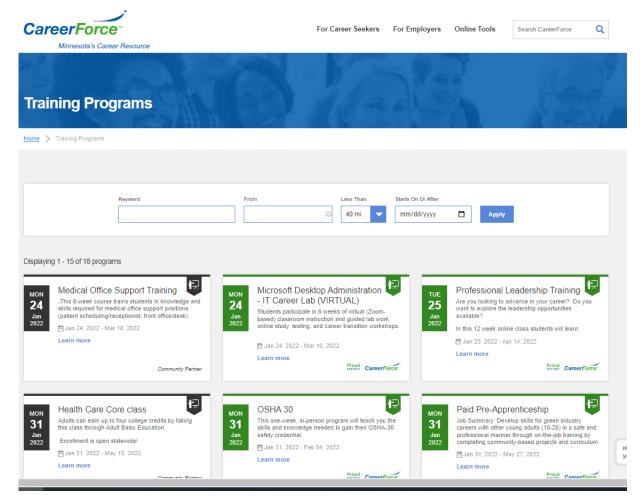# Training Program Finder

Jobseekers can now search for upcoming, **no-cost** training programs or courses on CareerForceMN.com

Training Program Finder

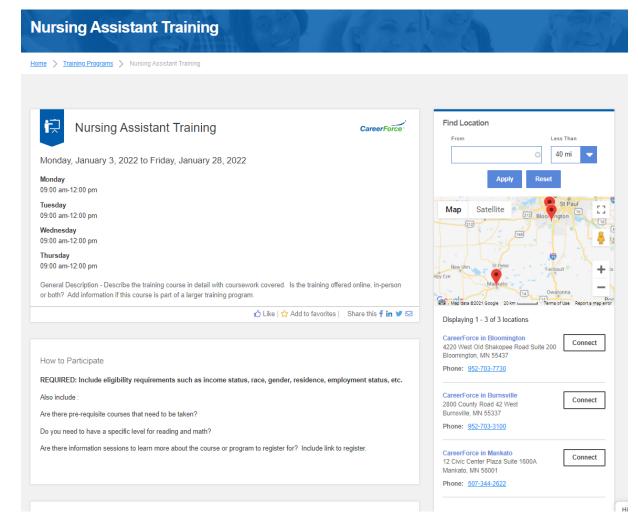Training courses and/or programs can be searched by:

- Keyword
- Location
- Start Date

Training Program Finder

Training courses and/or programs will provide information on:

- Training Overview
- Dates
- Days and Times
- How to Participate
- Outcomes
- Eligibility requirements

AddingTraining Program Content

DEED and Partner Organization staff have access to add their own training content on CareerForceMN.com

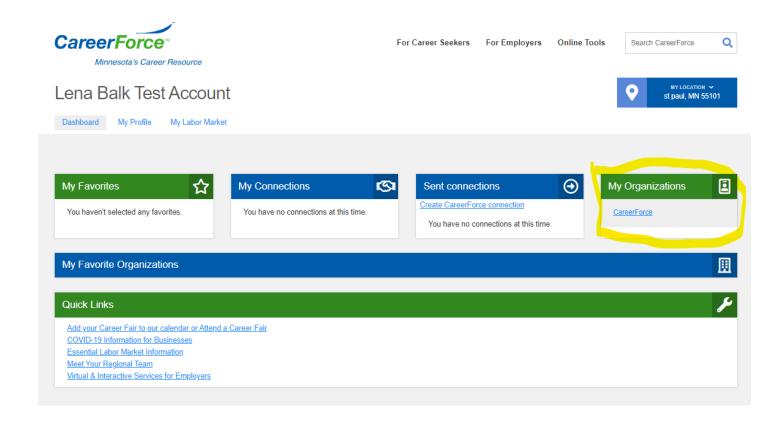Content to be added is for **no-cost** training, funded by programs such as:

- Pathways to Prosperity, Direct Appropriation and Adult Career Pathways
- Other state funded training grants
- Funding from city, county, or workforce development boards
- Foundation or other training grants

Adding Training Program Content

Partner organizations must have a content page and staff must have an account and be assigned the role of **Group Manager** for the organization to be able to add content.

- Individuals identified for this responsibility will need to have or create a staff/partner account on CareerForceMN.com

- Individuals who need Group Manager access will also need to email the help desk at careerforce@state.mn.us to request access and include their supervisor in the request after they have created the account.

Adding Content

Log into account and under My Organizations select Group – CareerForce Location or Partner Organization Name

Adding Content

Select Content

Adding Content

Select Add new content

Adding Content

Start added content to fields including:

- Title
- Body
- Dates
- Program Days
- Outcomes
- SOC Code
- Contact Name
- Phone/Email
- Program Costs

* Items marked with a red asterisk are required fields

Training Program Content

Content to add will include:

- Title – Name of training course or program.
- Body – Description of the program.
- Dates – Start date and end date of course. **Course will be displayed on the website until the start date has passed.**
- Program Times/Days of the Week
- How to Participate - Eligibility requirements and prerequisites for the course
- Outcomes - certificates, licenses or other credentials received upon completion
- Occupational titles
- Contact Name, Phone and Email
- Program Costs - Make sure it is clear that the training is FREE for those who meet eligibility requirements.

Adding Content

After adding all the content please mark it for review and select save.

Save as: Review ▼

Save

Adding Content

Select the location or
locations the training will
occur or is associated with.

Make *Advanced Google Analytics* available to these locations.

Select All | Select None

- ☑ CareerForce In Bemidji
- ☑ CareerForce In Alexandria
- ☑ CareerForce In Blaine
- ☑ CareerForce In Bloomington
- ☑ CareerForce In Brooklyn Park
- ☑ CareerForce In Cambridge
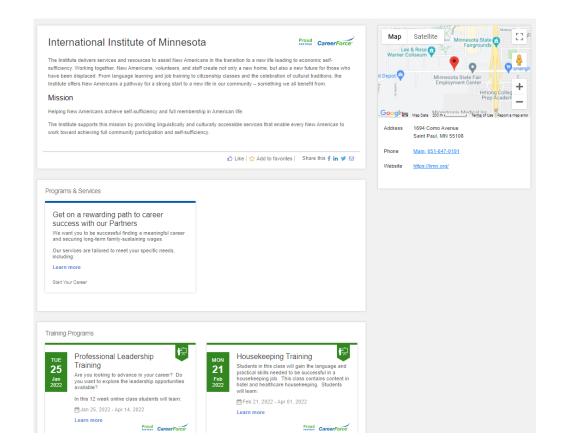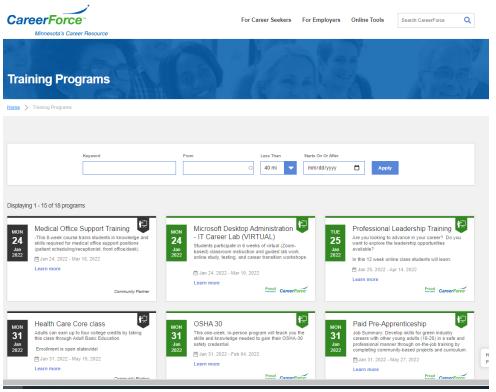- ☑ CareerForce In Crookston
- ☑ CareerForce In Duluth
- ☑ CareerForce In Faribault
- ☑ CareerForce In Grand Rapids
- ☑ CareerForce In Hutchinson
- ☑ CareerForce In Litchfield
- ☑ CareerForce In Mankato
- ☑ CareerForce In Minneapolis North
- ☑ CareerForce In Montevideo
- ☑ CareerForce In Moorhead
- ☑ CareerForce In New Ulm
- ☑ CareerForce In Saint Paul
- ☑ CareerForce In Rochester
- ☑ CareerForce In Shakopee
- ☑ CareerForce In Virginia
- ☑ CareerForce In Cottage Grove
- ☑ CareerForce In Woodbury
- ☑ CareerForce In Willmar
- ☐ CareerForce In Worthington
- ☑ CareerForce From Anywhere

- ☑ CareerForce In Thief River Falls
- ☑ CareerForce In Albert Lea
- ☑ CareerForce In Austin
- ☑ CareerForce In Brainerd
- ☑ CareerForce In Burnsville
- ☑ CareerForce In Cloquet
- ☑ CareerForce In Detroit Lakes
- ☑ CareerForce In Fairmont
- ☑ CareerForce In Fergus Falls
- ☑ CareerForce In Hibbing
- ☑ CareerForce In International Falls
- ☑ CareerForce In Little Falls
- ☑ CareerForce In Marshall
- ☑ CareerForce In Minneapolis South
- ☑ CareerForce In Monticello
- ☑ CareerForce In Mora
- ☑ CareerForce In North Saint Paul
- ☑ CareerForce In Red Wing
- ☑ CareerForce In Roseau
- ☑ CareerForce In Saint Cloud
- ☑ CareerForce In Wadena
- ☑ CareerForce In Forest Lake
- ☑ CareerForce In West Saint Paul
- ☑ CareerForce In Winona
- ☑ CareerForce In Chaska

Cancel   Update Availability

Adding Content

Once the content is submitted it is reviewed by the CareerForce Help Desk. Once approved it is published to the site on the location page and is available to be searched in the Training Program Finder.

Adding Content

- Steps to add training program content is available in the Training Program Content Guide located on the Staff and Partner Page on CareerforceMN.com at https://www.careerforcemn.com/node/58020

- Questions related to the process or access can be sent to careerforce@state.mn.us or call the CareerForce Information and Assistance Line at 651-259-7500

Thank You!

Lena Balk

Help Desk and Employer Services Manager

651-259-7594

lena.balk@state.mn.us

CareerForce Information and Assistance Line

651-259-7500

careerforce@state.mn.us