

The North Dakota Department of Health & Human Services (DHHS) uses PeopleSoft to disseminate and track training. As a DHHS Early Intervention provider, you can register (create) your own PeopleSoft account and complete trainings online by following the steps below.

1. Begin by going here: [DHHS PeopleSoft](#)
2. Click the [Register Now](#) hyperlink.
3. Use your own data to complete the Account Information section—be sure the email address you enter is correct as PeopleSoft uses that to send notifications.
4. When you get to the bottom of that section, from the **I will be taking training from** drop down, select “Department of Health & Human Services”:



*I will be taking training from Department of Health and Human Services ▼

5. From the **My Employer** drop down, select “**Early**



*My Employer Early Intervention ▼

Intervention”:

6. Complete the Address Summary section.

7. Click  .

Any required courses will display on your My Learning page the day after your registration. You can also use the Find Learning option to search for available courses.