



Technical Training and Certification Program

Instructions for Accessing Training on the MNC3 Site

Create Your Account

Step 1: Visit the Minnesota Core Competency Conservation (MNC3) Training Site

- Go to MNC3 Training site at <https://learn.mnc3training.com/login/index.php>

Step 2: Select "CREATE NEW ACCOUNT"

- If you do NOT have an account, you will need to create an account. You will need to do this in order to have access to the site. If you DO have an account, enter your username and password and select, "log in."

Step 3: Complete the User Account Profile

- Fill out the user account profile with your information and select "CREATE NEW ACCOUNT" once you have entered all your information. You will receive a confirmation email confirming your account.

Step 4: Check Your Email

- The system will email you a confirmation link. If it is not in your inbox, be sure to check your spam folder. You will need to confirm your account before you can log in.

Step 5: Log In

- The system will email you a confirmation link. If it is not in your inbox, be sure to check your spam folder. You will need to confirm your account before you can log in.

REGISTERING FOR A COURSE

Step 1: Select the Topic Area

- After you have logged into MNC3, select the "Take Courses" to display the topic areas. Select the topic area, such as "Soils," which will open to the specific topic area page.

Step 2: Select the Course

- Find the course title and select the course title, for example, "Introduction to Soils" (blue hyperlink), which will open to the course description page.

Step 3: Select "Enroll Me"

- Select "Enroll Me" to enroll into the course. The system will enroll you into the course – you will see a green bar at the top stating "You are enrolled in the course."

Step 4: Select "Begin Course"

- Select the "Begin Course" to start the course. If you feel confident about the course material, you may also choose to test out, simply by selecting "Test out of this course."