

Child Link User Training

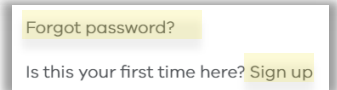
How to access the Information Sharing and MARAM Online Learning System (online learning system) and enrol in Child Link User training.

Accessing the online learning system

- ▶ Go to <https://training.infosharing.vic.gov.au>

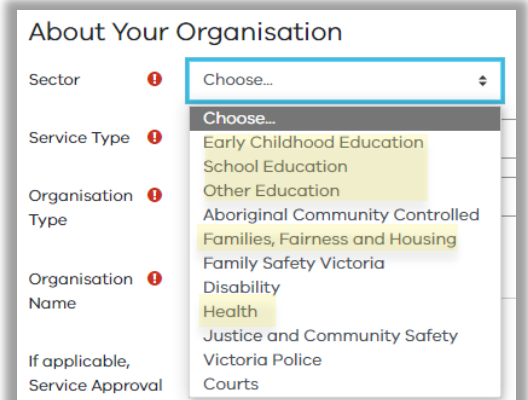
Option 1: Log in to your existing account

- ▶ If you have previously used the online learning system to complete other courses, you will be able to use your existing log in to enter the system.
- ▶ If you have forgotten your log in details, please click the 'Forgot password?' link under the Log in button.



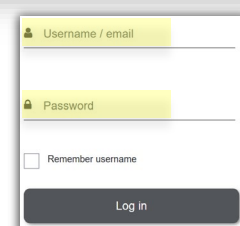
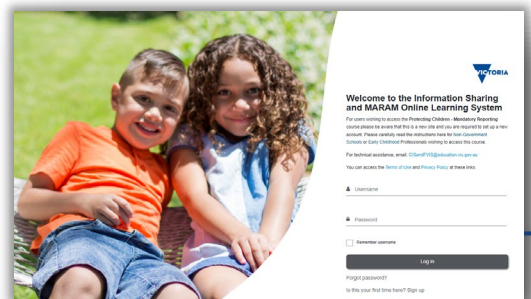
Option 2: Create a new account

- ▶ Click the 'Sign up' link under the Log in button.
- ▶ This will take you to a **New Account** page.
- ▶ You must fill in all fields with an exclamation mark (!)
- ▶ First, choose a username and password in line with the instructions on screen. We recommend using your email address as your username.
- ▶ Complete the **More Details** and **About You** sections.
- ▶ Complete the **About Your Organisation** section relevant to your workforce. For example, for **Sector**, select:
 - ▶ 'Early Childhood Education', 'School Education' or 'Other Education' if you are from the **Education workforce**.
 - ▶ 'Families, Fairness and Housing' if you are from the **Child Protection workforce**.
 - ▶ 'Health' if you are part of the **Maternal and Child Health workforce**.



Log in to your account

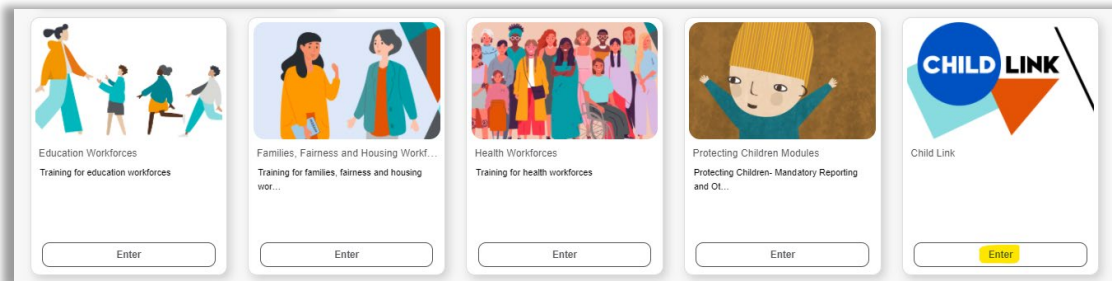
- ▶ Once you have successfully created an account, a confirmation email will be sent to your registered email. Please check your junk or spam folder in case the email is sent there.
- ▶ Confirm your account.
- ▶ Log in to the online learning system and register for Child Link User training (details on the next page).



Enrol in Child Link User Training

Step 1: Sign up for a Child Link Training Webinar

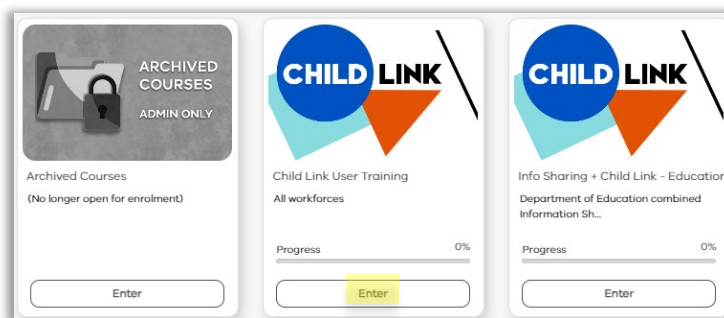
From the **Home page**, select and 'Enter' the Child Link tile as shown in the images below.



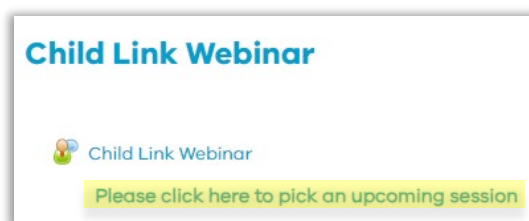
Step 2: Sign up to your Child Link Webinar session

There are two **Child Link Training course** tiles. Please select and 'Enter' the following:

- ▶ **Child Link User Training All workforces.**



On the **Child Link User Training Welcome** page, scroll to the heading **Child Link Webinar** and click the link that says, '[Please click here to pick an upcoming session](#)'.



This will take you through to a page that lists all upcoming sessions. Choose your preferred Child Link Webinar session as shown in the image below and select '[Sign up](#)':

When selecting a session, please take note of the 'Webinar title' and 'Who is this session for' columns to ensure that session is the best one for you.

Upcoming sessions

Webinar title	Who is this session for?	Date	Time	Seats available	Status	Options
Webinar	All Workforces	6 June 2024	3:30 PM - 5:00 PM	10	Booking open	Sign-up
Webinar	All Workforces	11 June 2024	1:30 PM - 3:00 PM	22	Booking open	Sign-up
Webinar	All Workforces	12 June 2024	8:30 AM - 10:00 AM	26	Booking open	Sign-up

Step 3: Confirm booking

Click the 'Sign up' button on the next page to confirm your booking. A confirmation email of your Child Link Webinar booking will be sent to your registered email address.

Sign-up for Child Link Webinar

Webinar title	Webinar
Who is this session for?	All Workforces
Session date/time	6 June 2024, 3:30 PM – 6 June 2024, 5:00 PM
Seats available	10
Details	<p>Join Webex Meeting for external users only</p> <p>To join this webinar please click on the link at the end of this email.</p> <p>If you experience any technical difficulties joining the Webex meeting, please email the Enquiry Line on CISandFVIS@education.vic.gov.au or call 1800 549 646 during operating hours, Monday - Friday, 9am - 5pm.</p>
Notification Type	! ? <input type="text" value="Email Notification and iCalendar Appointment"/>
<input type="button" value="Sign-up"/> <input type="button" value="Cancel"/>	

! Required

More information

If you have any questions, please contact us at childlink@education.vic.gov.au or on 1800 549 646.