

Child Link User Training for Education Workforces

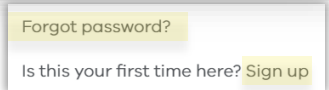
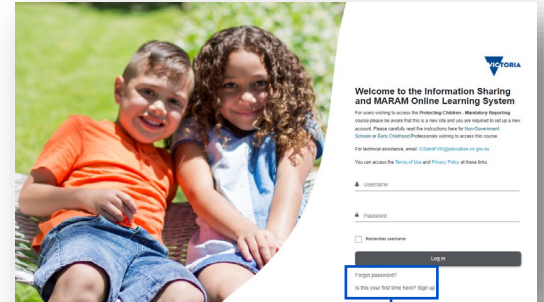
How to access the Information Sharing and MARAM Online Learning System (online learning system) and enrol in Child Link User training.

Accessing the online learning system

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

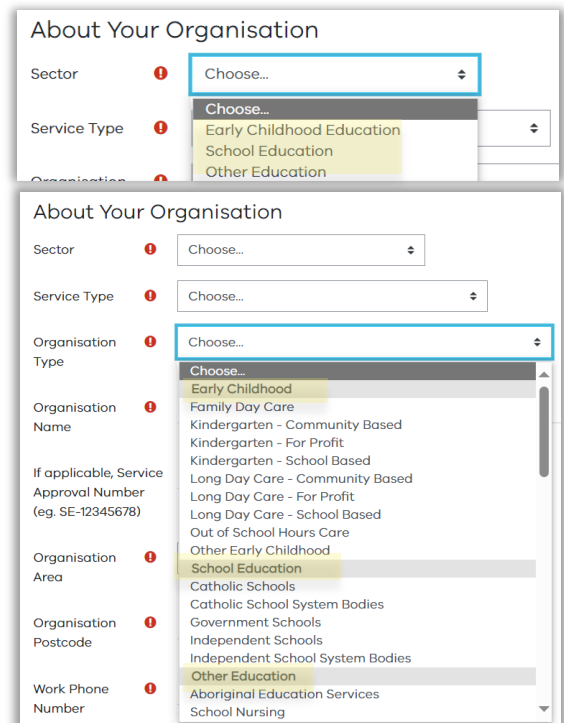
Option 1: Log in to your existing account

- ▶ 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.



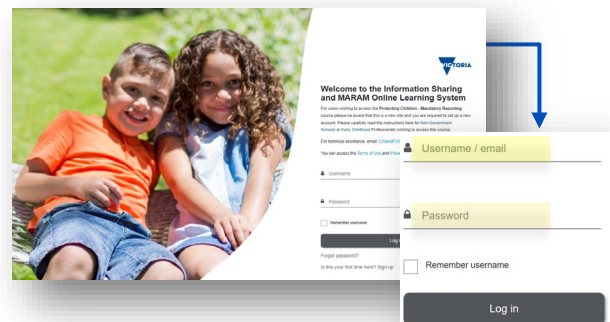
Option 2: Create a new account

- ▶ 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 section **About Your Organisation**.
 - ▶ For **Sector**, select 'Early Childhood Education', 'School Education' or 'Other Education' (depending on where you work).
 - ▶ For **Service Type** and **Organisation Type**, select an option under heading 'Early Childhood', 'School Education' or 'Other Education'.
 - ▶ Complete the remaining required fields for your organisation.



Log into your account

- ▶ Once you have successfully created an account, you will receive an account confirmation email. Check your junk or spam folder in case it appears 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

Before you can access Child Link, you need to complete training in the Information Sharing and MARAM Reforms (Information Sharing training), as well as Child Link. Information Sharing training is required to understand how information can be legally and safely shared using the Child Information Sharing Scheme (CISS) and Child Link.

Two training options are available for Education workforces. Please follow the steps below to ensure you enrol in the correct training course.

Decide which course is correct for you

Have you previously completed Information Sharing and Family Violence Reforms training? This includes:

- ▶ Education Professionals
- ▶ Education Leaders
- ▶ Information Sharing for Education Workforces
- ▶ Department of Education (DE) Regional Professionals

If your answer is **YES, I have completed an Information Sharing course**, go to [Option 1](#) to enrol in Child Link User Training.

If your answer is **NO, I have not completed an Information Sharing course**, go to [Option 2](#) to enrol in Info Sharing + Child Link - Education. This course combines Information Sharing training and Child Link training into one session.

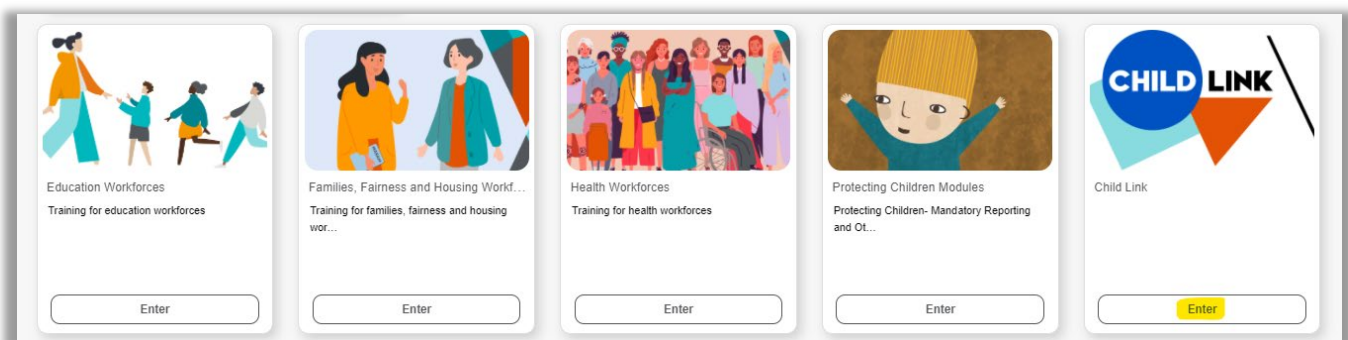
Option 1: Enrol in Child Link User Training

Choose this option **only** if you have already completed Information Sharing training (i.e., Education Professionals, Education Leaders, Information Sharing for Education Workforces or DE Regional Professionals).

If you have not completed an information sharing training course, go to [Option 2](#).

Step 1: Enter the Child Link training page

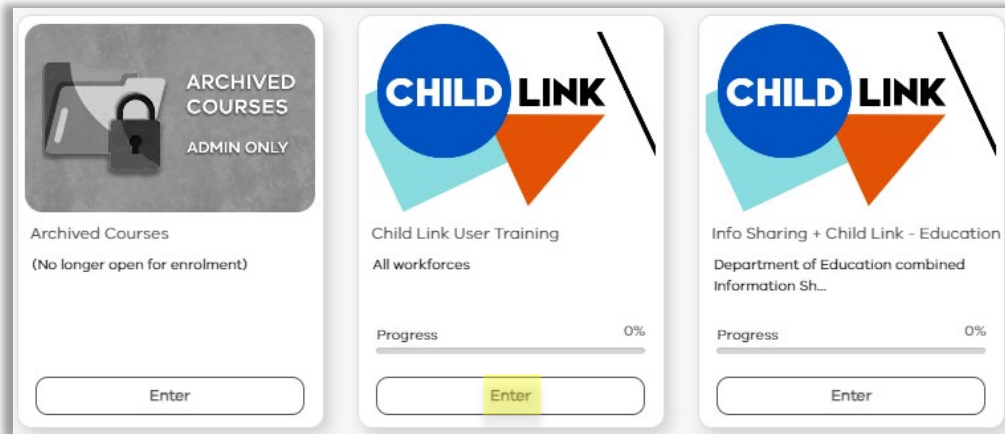
From the **Home page**, select and 'Enter' the Child Link tile as shown in the images below.



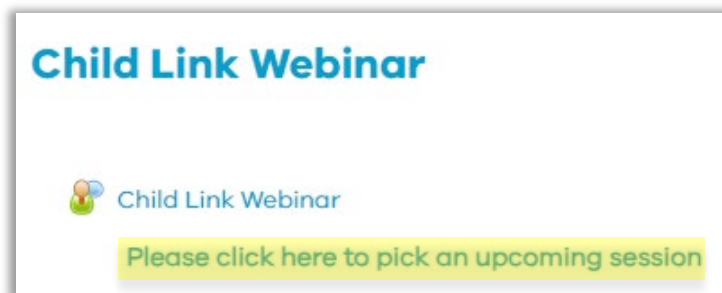
Step 2: Sign up to your Child Link Webinar session

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'.



- ▶ If you think you have completed information sharing training but it is not showing on the **My Dashboard** screen, please contact the Information Sharing and MARAM Enquiry Line by email: cisandfvis@education.vic.gov.au or phone 1800 549 646.

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':

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

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.

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, including the Webex link to access the session, 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 CLISandFVIS@education.vic.gov.au or call 1800 549 646 during operating hours, Monday - Friday, 9am - 5pm.</p>
Notification Type	<div style="display: flex; align-items: center;"> 🔔 ⓘ <input style="border: 1px solid #ccc; padding: 2px 10px;" type="text" value="Email Notification and iCalendar Appointment"/> </div>
<div style="display: flex; justify-content: center; gap: 10px;"> Sign-up Cancel </div>	

🔴 Required

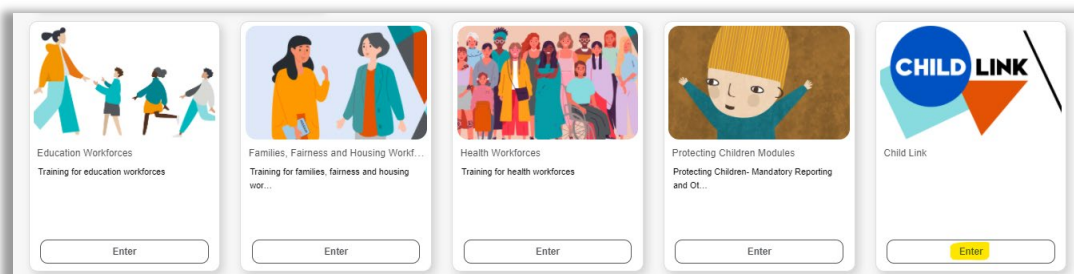
Option 2: Enrol in Info Sharing + Child Link - Education

Choose this option **only** if you have **not** previously completed Information Sharing training (i.e., Education Professionals, Education Leaders, Information Sharing for Education Workforces or DE Regional Professionals).

This course combines Information Sharing training and Child Link training into one session.

Step 1: Enter the Child Link training page

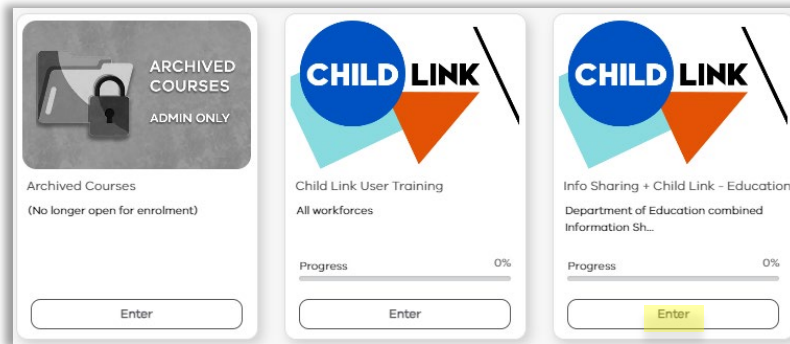
From the **Home page**, select and 'Enter' the Child Link tile as shown in the images below.



Step 2: Sign up to your Child Link Webinar session

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

- ▶ **Info Sharing + Child Link – Education**



On the **Info Sharing + Child Link - Education Welcome** page, scroll to the heading Information Sharing Reforms and 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

All sessions in Information Sharing Reforms and Child Link Webinar						
Upcoming sessions						
Webinar title	Who is this session for?	Date	Time	Seats available	Status	Options
Webinar	Education Workforces	13 June 2024	1:00 PM - 3:30 PM	15	Booking open	Sign-up
Webinar	Education Workforces	14 June 2024	9:00 AM - 11:30 AM	23	Booking open	Sign-up
Webinar	Education Workforces	18 June 2024	12:00 PM - 2:30 PM	26	Booking open	Sign-up

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.

Step 3: Confirm booking

Click the 'Sign up' button on the next page to confirm your booking. A confirmation email of your Webinar booking, including the Webex link to access the session, will be sent to your registered email address.

Sign-up for Information Sharing Reforms and Child Link Webinar

Webinar title	Webinar
Who is this session for?	Education Workforces
Session date/time	13 June 2024, 1:00 PM – 13 June 2024, 3:30 PM
Seats available	15
Details	<p>Join Webex Meeting for external users only</p> <p>If you experience any technical difficulties joining the Webex meeting, please email the Enquiry Line on CSandFVIS@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

Please note:

You can choose to complete Information Sharing training and Child Link Training as separate courses. Note that this option is a greater time commitment.

To follow this training option, you will first need to enrol in and complete either the Webinar: Information Sharing for Education Workforces, eLearn: Education Professionals or eLearn: Education Leaders courses.

Find these courses by clicking on the **Education Workforces** tile on the **Home** page. After you have completed Information Sharing training, enrol in Child Link training by following the steps in [Option 1](#).

