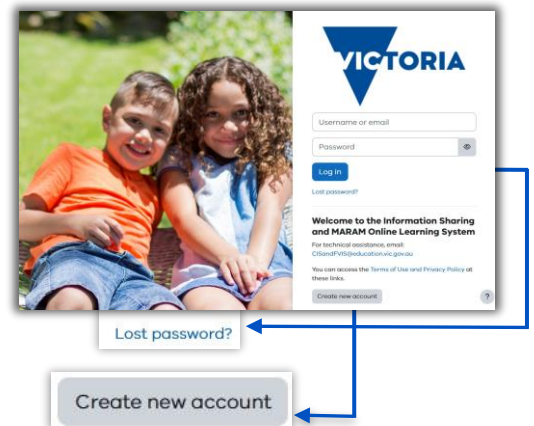# Child Link User Training

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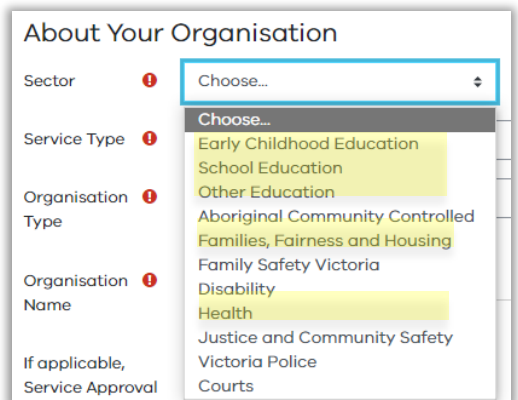
Accessing the online learning system

► 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 'Lost password?' link under the Log in button.

Option 2: Create a new account

► Click the 'Create new account' 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 **About Your Organisation** section relevant to your workforce. Examples for **Sector** are below:

   ► '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 by clicking on the link in the email.

► Log in to the online learning system and register for Child Link User training (details on the next page).

Support is available by emailing ChildLink@education.vic.gov.au or calling 1800 549 646 between 9 am and 5 pm, Monday to Friday.
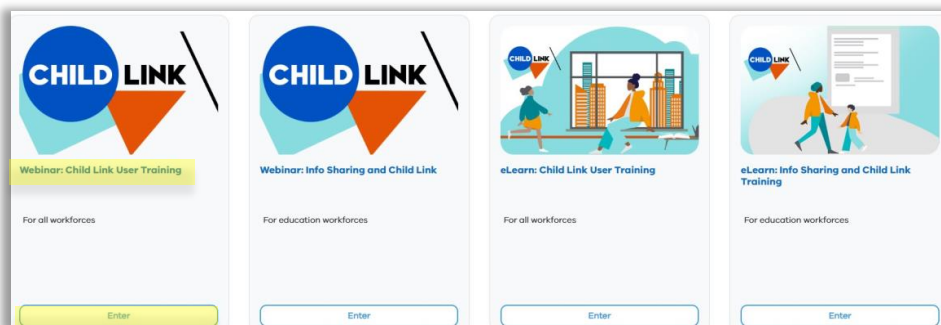
1

Access Child Link User Training

You can choose to complete Child Link training via webinar (Option A) or eLearn (Option B)

Option A: Sign up for *Webinar: Child Link User Training*

Step 1: From the Home page, click on the **Child Link Training** tile as shown in the image below**.**

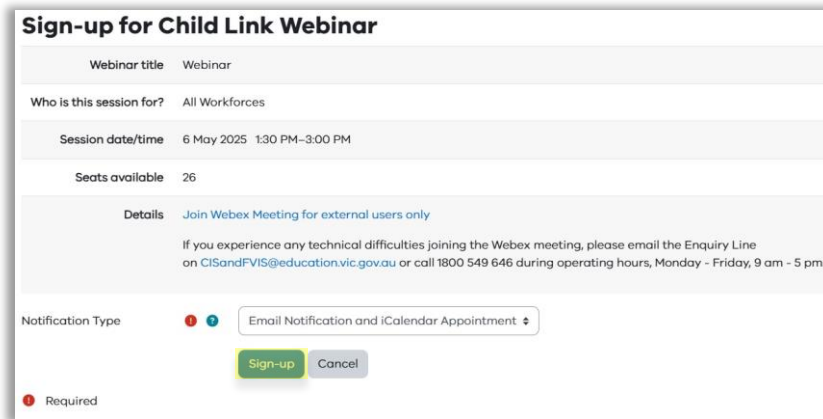Step 2: Click the **Enter** button on the **Webinar: Child Link User Training** tile:

Step 3. 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.

Step 4: Choose your preferred Child Link Webinar session as shown in the image below and select 'Sign-up':

Support is available by emailing ChildLink@education.vic.gov.au or calling 1800 549 646 between 9am and 5pm, Monday to Friday.

2

Step 5: 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.
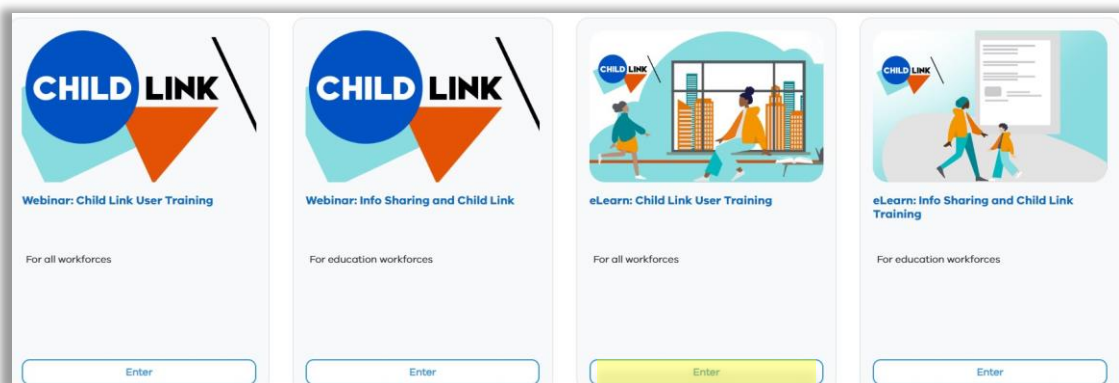

Option B: Complete *eLearn: Child Link User Training*

Step 1: From the Home page, click on the **Child Link Training** tile as shown in the image below.

Step 2: Click the **Enter** button on the **eLearn: Child Link User Training** tile:

Step 3: On **the eLearn: Child Link User Training** welcome page, select Module 1 to get started. You will need to complete all modules and the mandatory quiz.

More information

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

Support is available by emailing ChildLink@education.vic.gov.au or calling 1800 549 646 between 9am and 5pm, Monday to Friday.

3