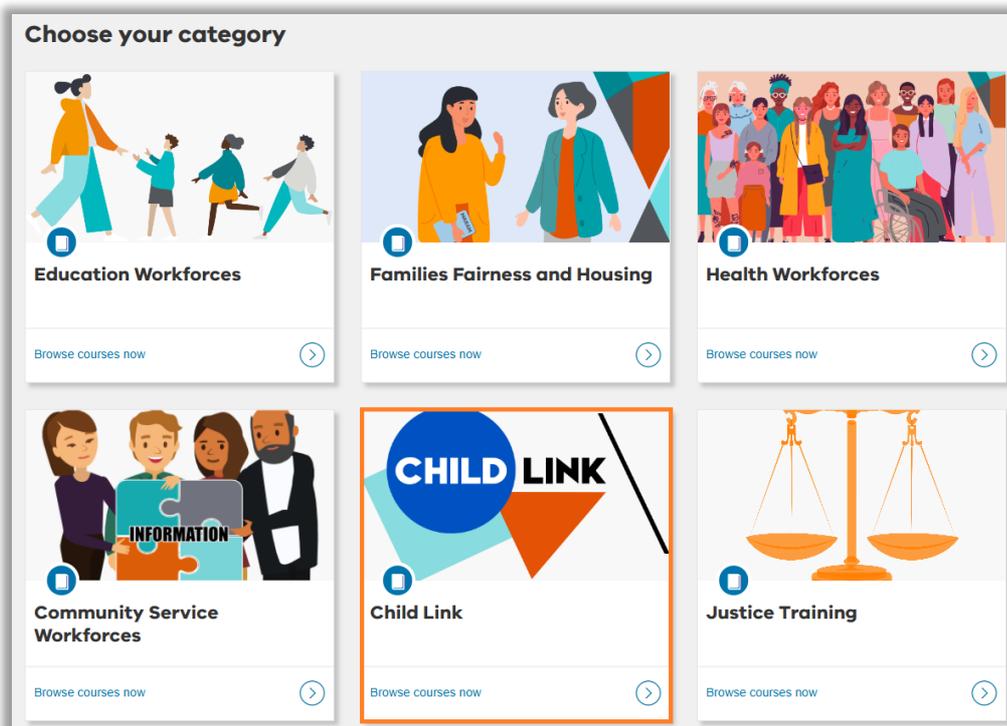


Child Link User Training

How to access the Information Sharing and MARAM Online Learning System (online learning system) and create an account to complete Child Link User training.

Access the online learning system

- ▶ Go to <https://training.infosharing.vic.gov.au>.
- ▶ Click the **Child Link** category to find the available Child Link training courses.



Decide which course is correct for you

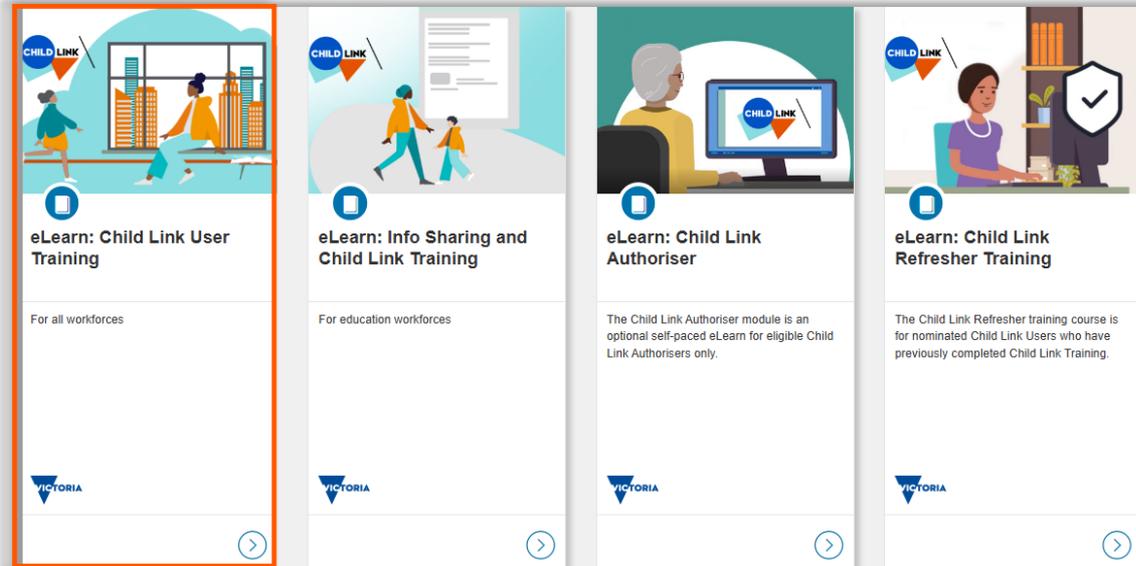
Child Link User Training can be completed via either eLearn or webinar. Please follow the steps below to ensure you enrol in the correct training option.

Go to [Option 1](#) to enrol in **eLearn: Child Link User Training**.

Go to [Option 2](#) to sign up for **Webinar: Child Link User Training**

Option 1: eLearn: Child Link User Training

- ▶ Select the **eLearn: Child Link User Training** course.



Create a new account or login

- ▶ Select the **Login/Enrol** button to create an account or login.

Note: You will need to create a new account when first accessing courses on this online learning system.



Follow the steps below to create a new account.

Step 1: Create an account by filling out the required fields. You must fill in all the fields flagged with an asterisk (*).

Step 2: Tick the box to agree to the **Terms of Use** and acknowledge the **Privacy Policy**.

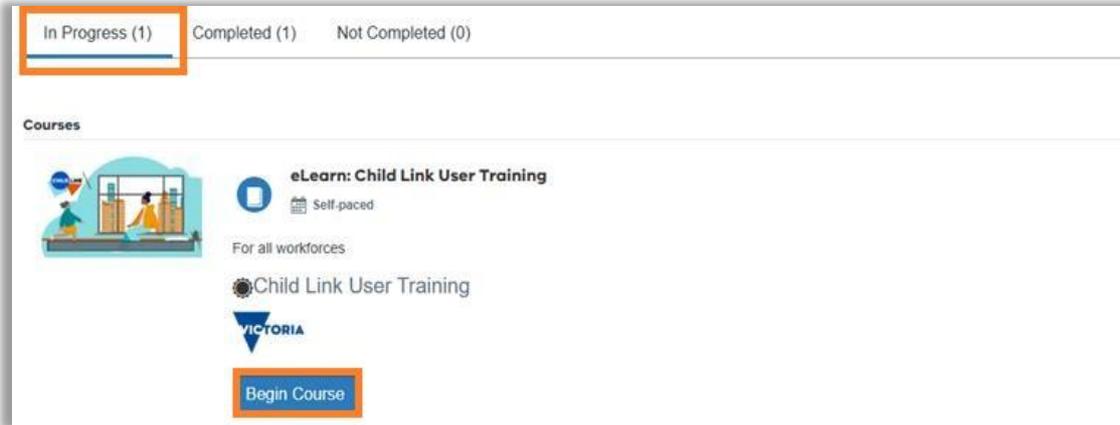
Then, complete the reCAPTCHA by selecting 'I'm not a robot', and click the **Register New Account** button to finish.

Step 3: 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.

Click the '**Confirm account**' button in this email to set up your password and complete registration.

Start your training course

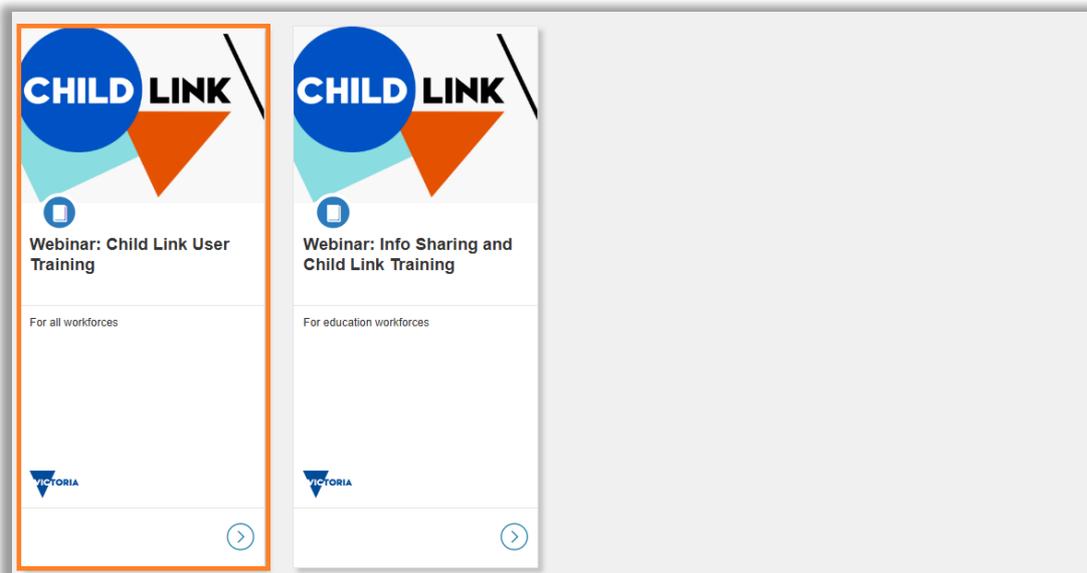
- ▶ After confirming your account, you will be taken to your **Student Dashboard**. Click the button **'Begin Course'** button to start your training.



- ▶ The training is divided into four individual modules and contains a mandatory quiz.
- ▶ **IMPORTANT:** You will need to complete all modules and the mandatory quiz to receive your certificate of completion. This certificate contains a training receipt number, which is used to validate your Child Link account.

Option 2: Sign up for Webinar: Child Link User Training

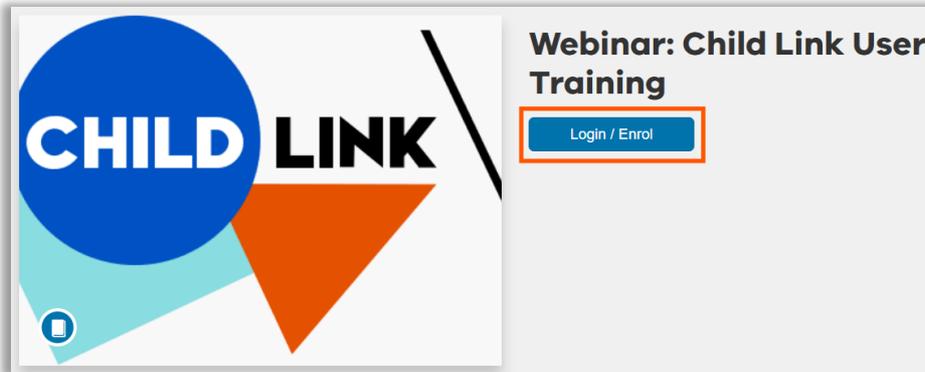
- ▶ Select the **Webinar: Child Link User Training** course.



Create a new account or login

- ▶ Select the **Login/Enrol** button to create an account or login.

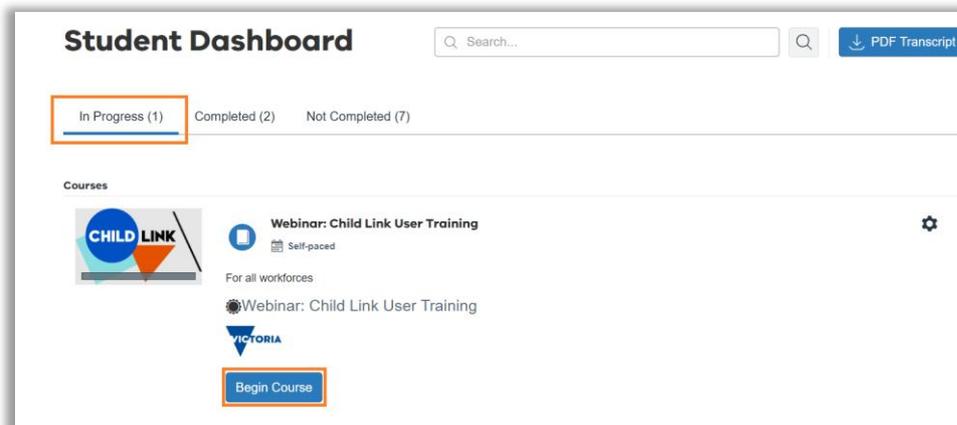
Note: You will need to create a new account when first accessing courses on this online learning system.



If you need to create an account, please follow the steps as outlined in [Option 1](#) of this guide.

How to book a webinar session

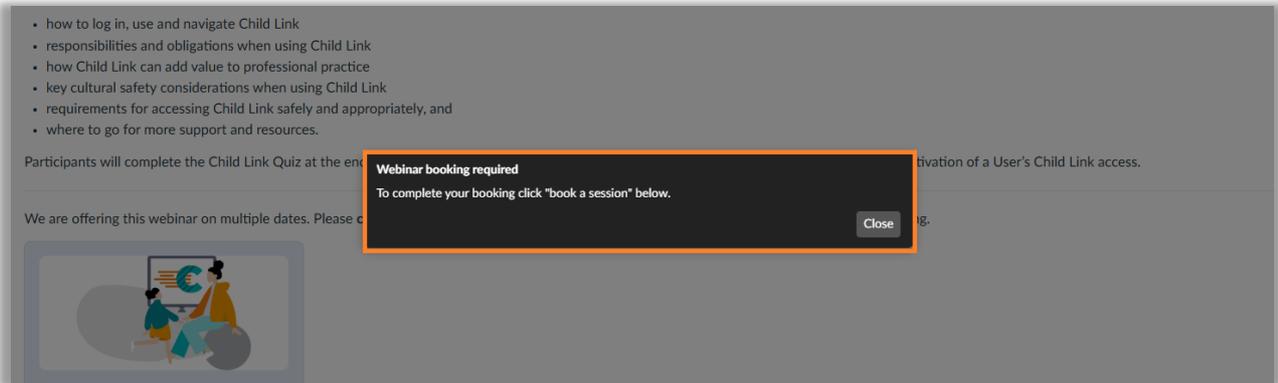
- ▶ After confirming your account, or logging in, you will be taken to your **Student Dashboard**. Click the button '**Begin Course**' button to access the course page.



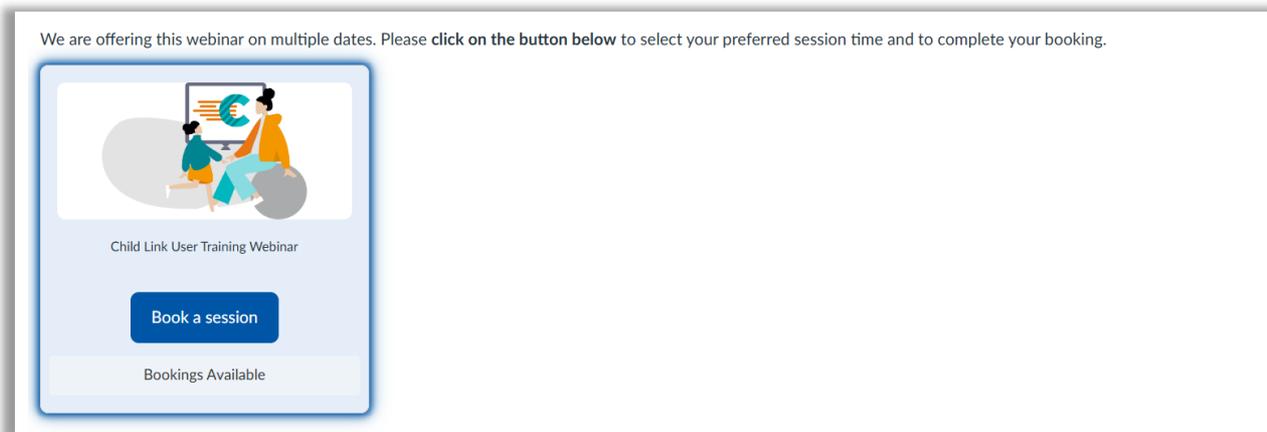
- ▶ Reaching this step does **not** mean you are registered to attend a session.

Please follow the steps below for guidance on how to book a webinar session.

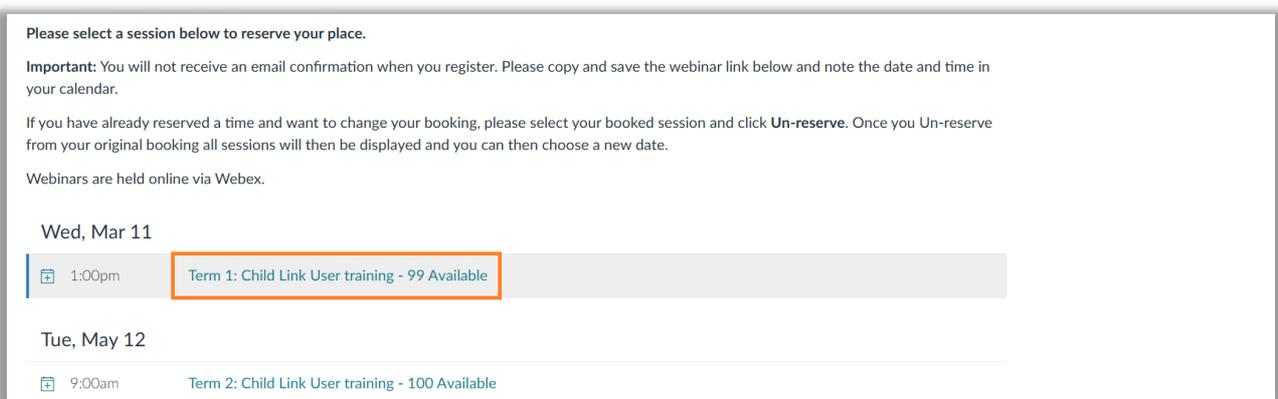
Step 1: On the course page a pop-up will appear reminding you to book a session. Click the 'Close' button to remove the pop-up.



Step 2: The **Webinar: Child Link User Training** tile will be highlighted, prompting you to click 'Book a session'.



Step 3: You will then be directed to a page which lists all available webinar sessions. To book a session, click on the session name.



Step 4: A pop-up will appear prompting you to copy and save the webinar link, as well as note the date and time. Make sure to do this before clicking **'Reserve'**.

The screenshot shows a booking interface for a webinar. A pop-up window is open, displaying the following details:

- Webinar name:** Webinar: Child Link User Training
- Location:** Webex
- Details:** Please copy and save the webinar link below and note the date and time in your calendar.
- Webinar link:** <https://eduvic.webex.com/eduvic/j.php?MTID=m277a6d5c5a151783c4d48740a4bd7d69>
- Copy link** (button)
- Places remaining:** 99

Below the pop-up, the **Reserve** button is highlighted. The background page shows the webinar title "Webinar: Child Link User Training" and a calendar view for "Wed, Mar 11" at "1:00pm".

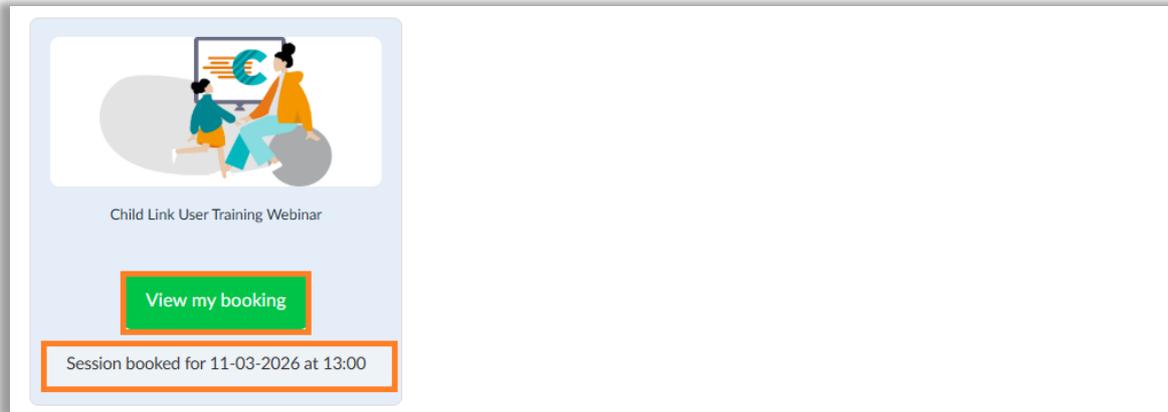
Step 5: After reserving a place in the webinar, the pop-up box automatically disappears. The status of the session you're booked into will now change from **'Available'** to **'Reserved.'**

The screenshot shows the booking page after the reservation. The pop-up window is gone. The selected session, "Term 1: Child Link User training - Reserved", is now highlighted in orange. The status has changed from "Available" to "Reserved".

Step 6: Click the **'Return to Course Page'** button to be directed back to the course page.

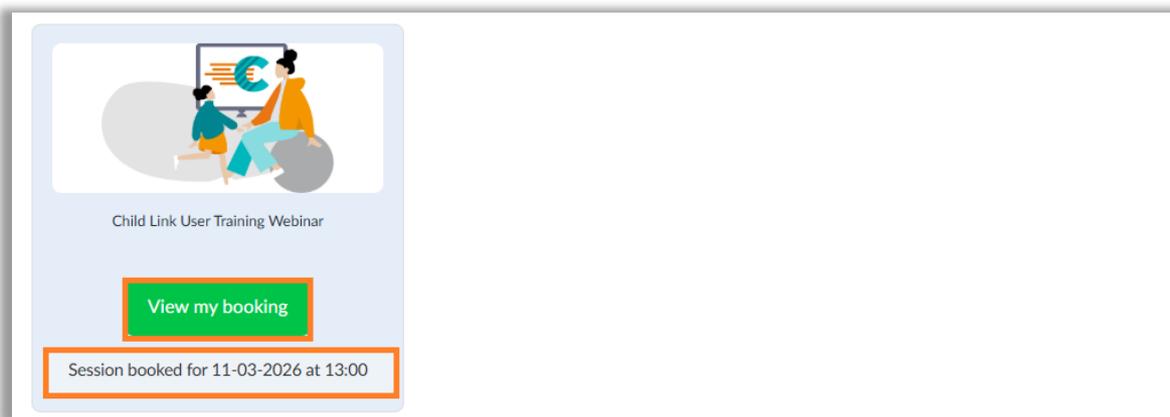
The screenshot shows the booking page with the "Return to Course Page" button highlighted in orange at the bottom right. The selected session remains "Term 1: Child Link User training - Reserved".

- ▶ The **Webinar: Child Link User Training** tile status will say 'View my Booking' and show the date and time of your booking.

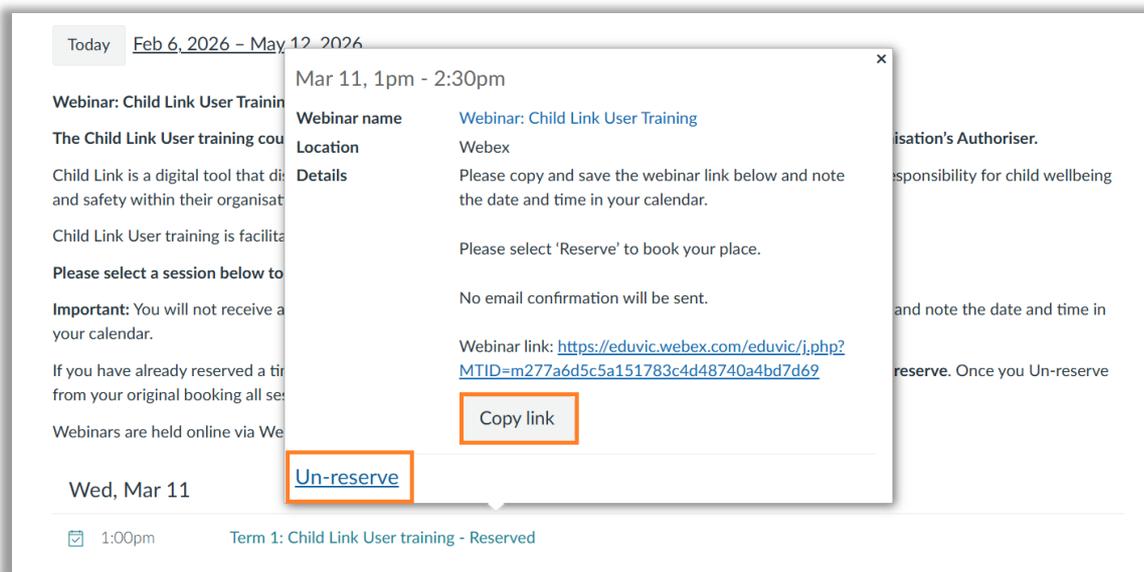


View or edit webinar booking

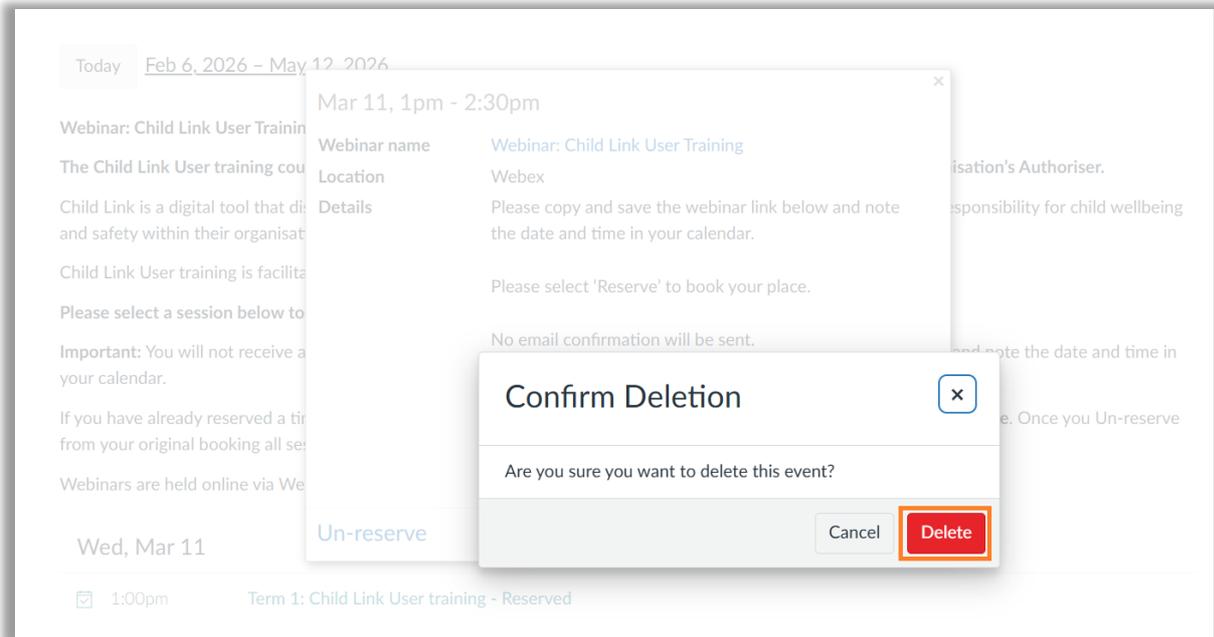
- ▶ If you would like to view or edit your booking, click the **'View my Booking'** button



- ▶ To copy the webinar link again or unreserve your place, click on the reserved session name. The session details will appear, allowing you to **copy** the webinar link or select **'Un-reserve'**



- ▶ After you do click **'Un-reserve'**, a pop-up will appear asking you to confirm removing your place from the session. To proceed, select **'Delete'**.



More information

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