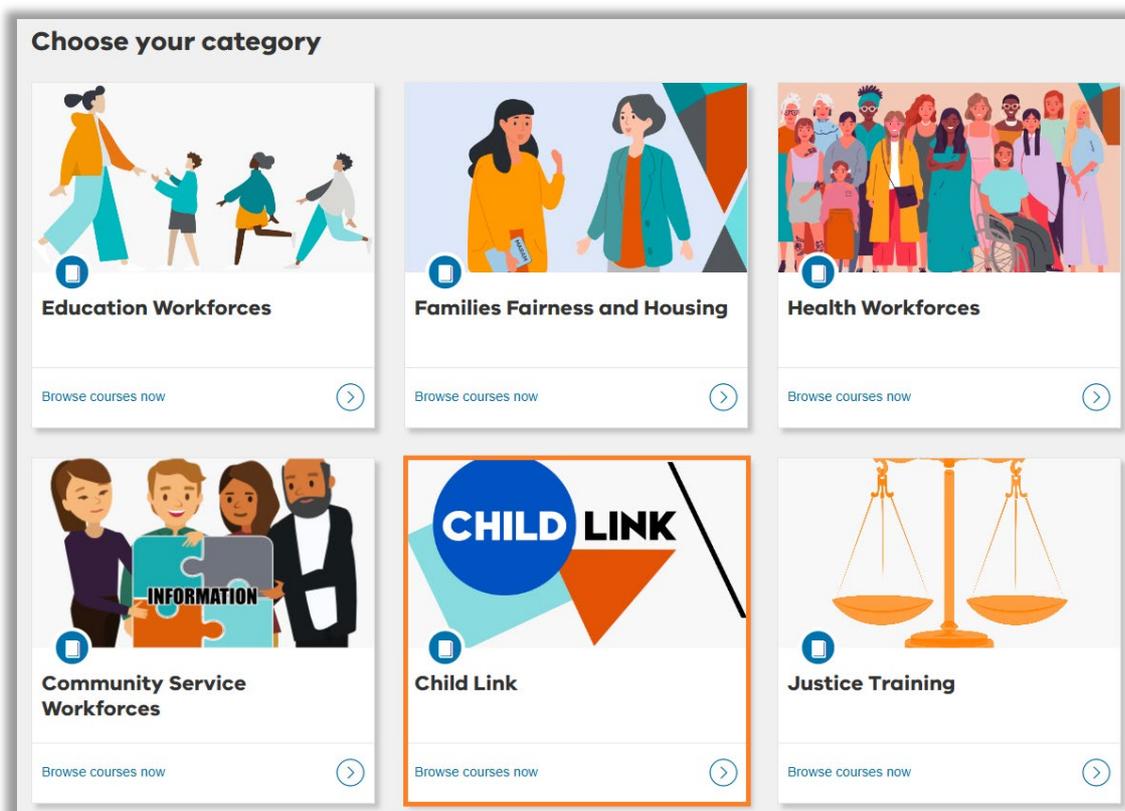


Child Link User Training for Education Workforces

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 Child Link training courses.



Before you can access Child Link, you must complete training in **both Information Sharing and Child Link**.

Information Sharing training is required to ensure you understand how information can be legally and safely shared using the Child Information Sharing Scheme (CISS) and Child Link.

Three training options are available for Education workforces. Please follow the steps below to make sure you enrol in the **correct training course** for your role.

Decide which course is correct for you

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

- ▶ Education Professionals
- ▶ Education Leaders
- ▶ Department of Education (DE) Regional Professionals
- ▶ eLearn: Information Sharing for Education Workforces
- ▶ eLearn: Information Sharing and MARAM Refresher
- ▶ Webinar: Information Sharing for Education Workforces

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

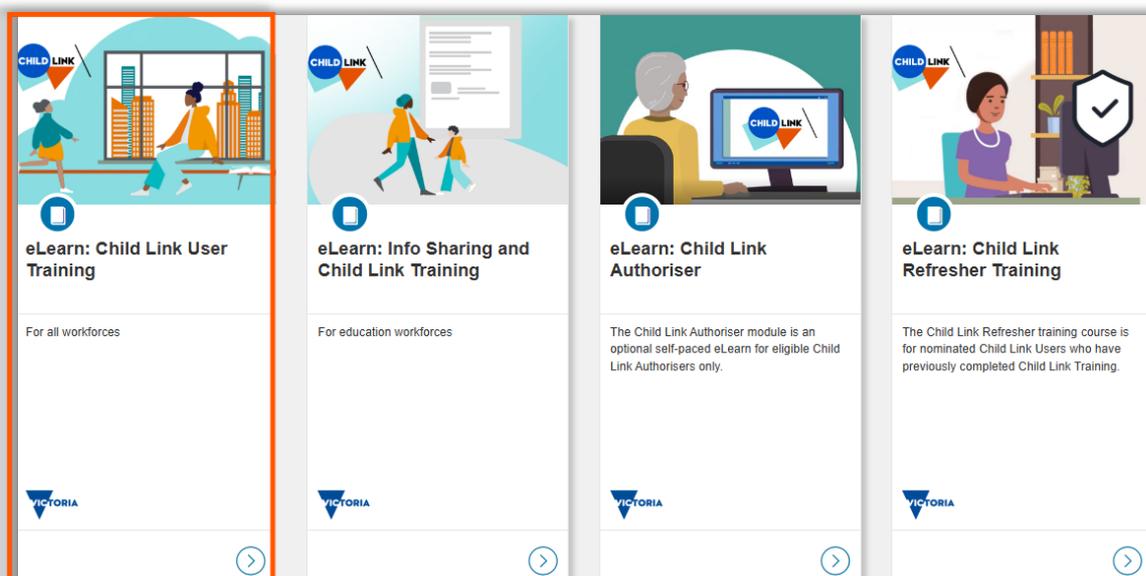
If your answer is **NO, I have not completed an Information Sharing course**, go to [Option 2](#) to enrol in **eLearn: Info Sharing and Child Link User Training**. This course combines Information Sharing and Child Link training.

Training can also be completed via a webinar format, go to [Option 3](#) for instructions on how to sign up for either the **Webinar: Child Link User Training** or **Webinar: Info Sharing and Child Link Training**.

If you are not sure if you have already completed information sharing training, contact the Information Sharing and MARAM Enquiry Line by email (cisandfvis@education.vic.gov.au) or phone (1800 549 646).

Option 1: eLearn: Child Link User Training

- ▶ Choose this option only if you have already completed Information Sharing training.
- ▶ Select the **eLearn: Child Link User Training** course.



Support is available by emailing childlink@education.vic.gov.au or calling 1800 549 646 between

9 am and 5 pm, Monday to Friday.

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 the 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 (*).

eLearn: Child Link User Training

Self-paced Course
If you have an account proceed to Login to Enrol

Login to Enrol

Don't have an account? Sign up here!

Required fields are marked with an asterisk (*).

First Name *

Last Name *

Email *

Expected format: example@example.com

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 **Register New Account** to finish.

I agree to the [Terms of Use](#) and acknowledge the [Privacy Policy](#).

I'm not a robot

[Register New Account](#)

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.

Then, 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.

In Progress (1) Completed (0) Not Completed (1)

Courses

eLearn: Child Link User Training

Self-paced

For all workforces

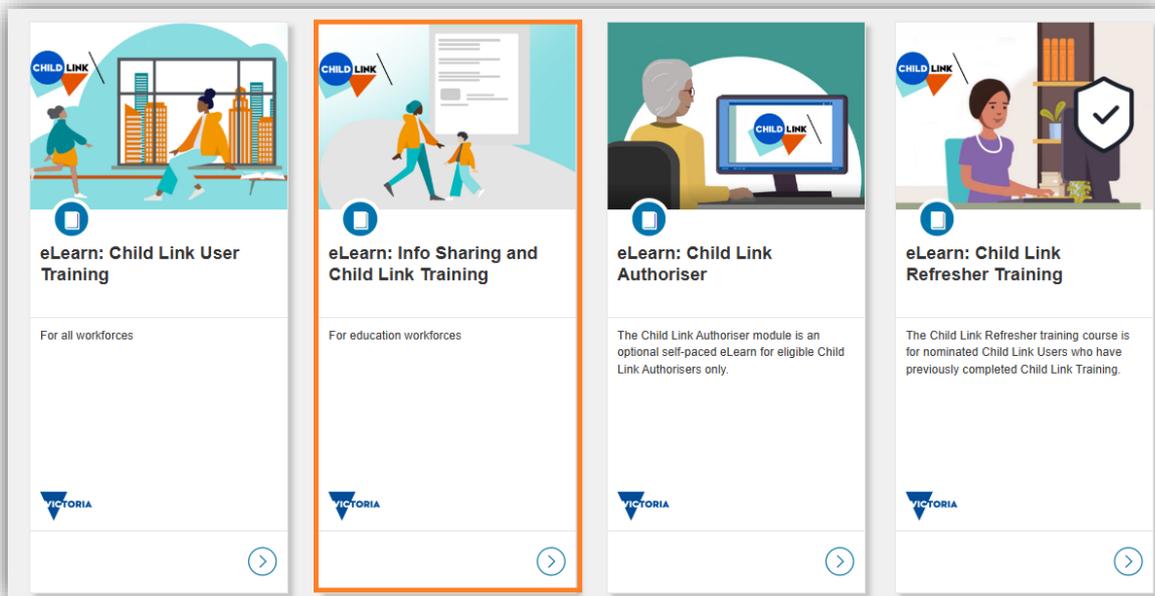
Child Link User Training

[Begin Course](#)

- ▶ 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 access Child Link.

Option 2: eLearn: Info Sharing and Child Link User Training

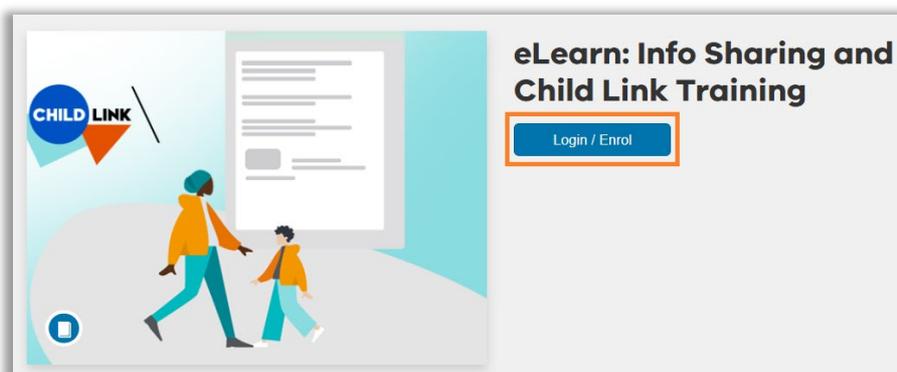
- ▶ Choose this option **only** if you have **not** previously completed Information Sharing training.
- ▶ Select the **eLearn: Info Sharing and Child Link Training** tile.



Create a new account or login

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

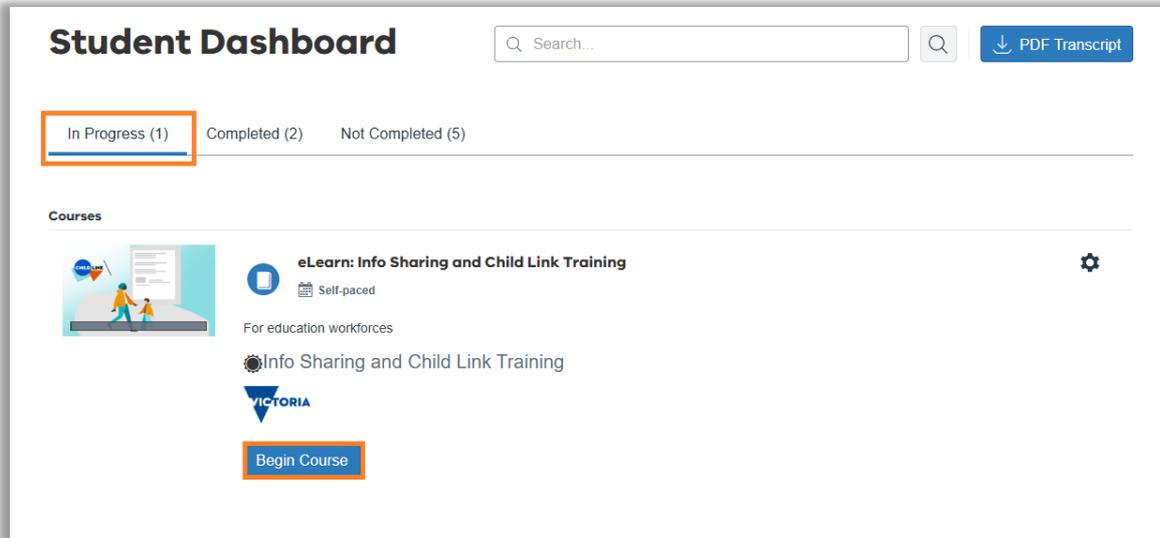
Note: You will need to create a new account when first accessing the courses on this online learning system.



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

Start your training course

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

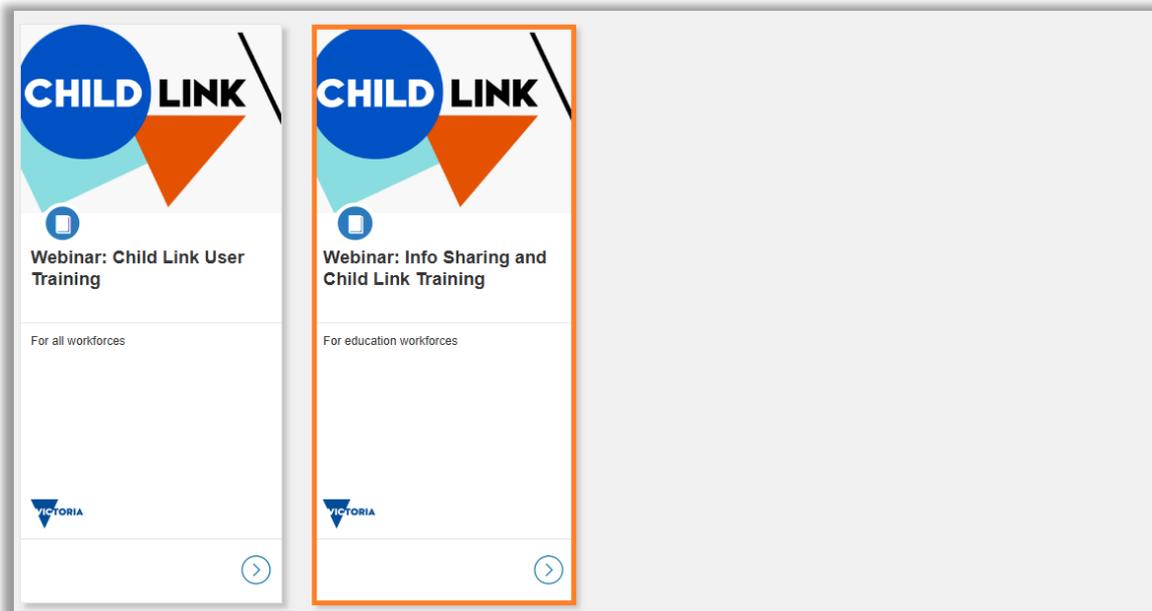


- ▶ The training is divided into six individual modules and contains a mandatory quiz.

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 3: Webinar: Sign up for: Webinar Child Link User Training or Info Sharing and Child Link User Training

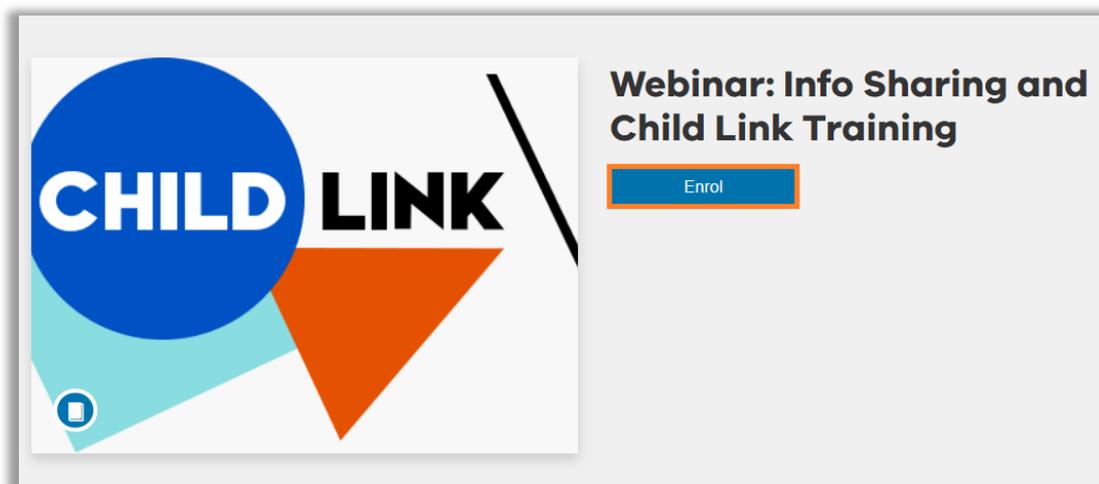
To sign up for the **Webinar: Info Sharing and Child Link User Training** course, click the relevant course tile.



Create a new account or login

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

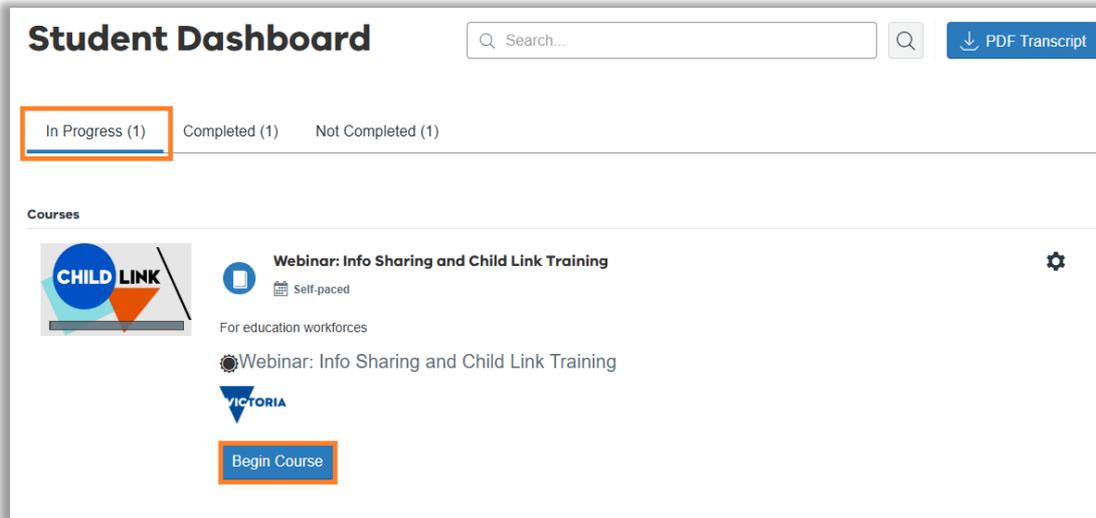
Note: You will need to create a new account when first accessing courses on this online learning system.



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

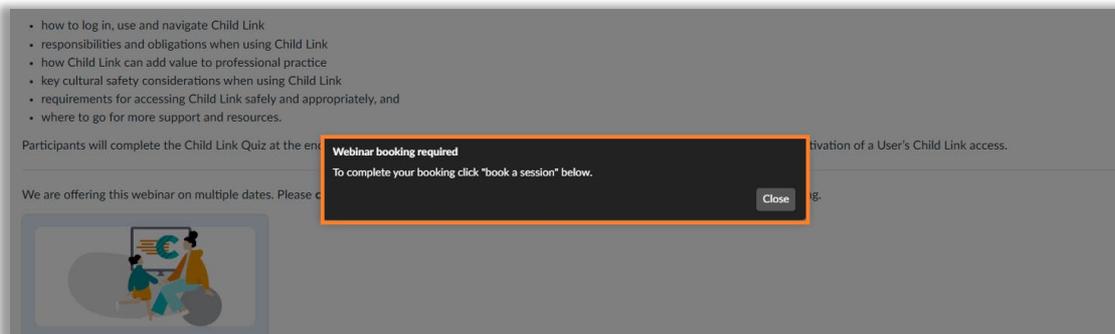
How to book a webinar session

- ▶ 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.

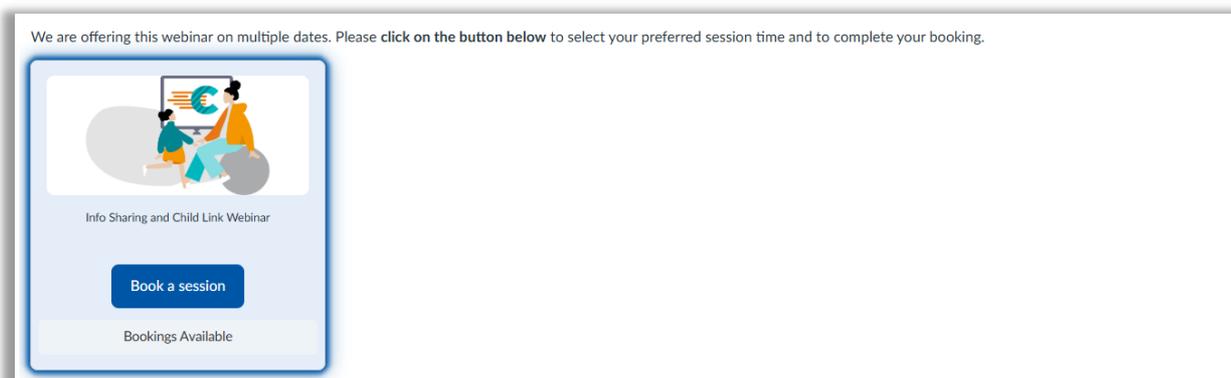


Please follow the steps below for guidance on how to book a webinar session.

Step 1: On the course page a pop-up will appear reminding you to book a session. To exit click '**Close**' or outside of the box space.



Step 2: The **Webinar: Info Sharing and 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.

Please select a session below to reserve your place.

Important: You will not receive an email confirmation when you register. Please copy and save the webinar link below and note the date and time in your calendar.

If you have already reserved a time and want to change your booking, please select your booked session and click **Un-reserve**. Once you Un-reserve from your original booking all sessions will then be displayed and you can then choose a new date.

Webinars are held online via Webex.

Tue, Mar 17

9:00 Term 1: Info Sharing and Child Link training (combined) -... - 98 Available

Tue, May 26

9:00 Term 2: Info Sharing and Child Link training (combined) -... - 100 Available

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'**.

Webinar: Info Sharing and Child Link Training

The Info Sharing + Child Link - Education Training is for the course called 'Child Link User Training - All Child Link Users'. This course is for nominated Child Link Users only.

Training is facilitated by a team of experienced education professionals.

Please select a session below to reserve your place.

Important: You will not receive an email confirmation when you register. Please copy and save the webinar link below and note the date and time in your calendar.

If you have already reserved a time and want to change your booking, please select your booked session and click **Un-reserve**. Once you Un-reserve from your original booking all sessions will then be displayed and you can then choose a new date.

Webinars are held online via Webex.

Tue, Mar 17

9:00am Term 1: Info Sharing and Child Link training (combined) -... - 98 Available

Tue, May 26

9:00am Term 2: Info Sharing and Child Link training (combined) -... - 100 Available

May 26, 9am - 11:30am

Webinar name: Webinar: Info Sharing and Child Link Training

Details: Please copy and save the webinar link below and note the date and time in your calendar.

Please select 'Reserve' to book your place.

No email confirmation will be sent.

Webinar link: <https://eduvic.webex.com/eduvic/j.php?MTID=ma932c33a6deac2250e3bbc8a0f626a53>

Copy link

Places remaining: 100

Reserve

Return to Course Page →

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.'**

Please select a session below to reserve your place.

Important: You will not receive an email confirmation when you register. Please copy and save the webinar link below and note the date and time in your calendar.

If you have already reserved a time and want to change your booking, please select your booked session and click **Un-reserve**. Once you Un-reserve from your original booking all sessions will then be displayed and you can then choose a new date.

Webinars are held online via Webex.

Tue, Mar 17

9:00 Term 1: Info Sharing and Child Link training (combined) -... - 98 Available

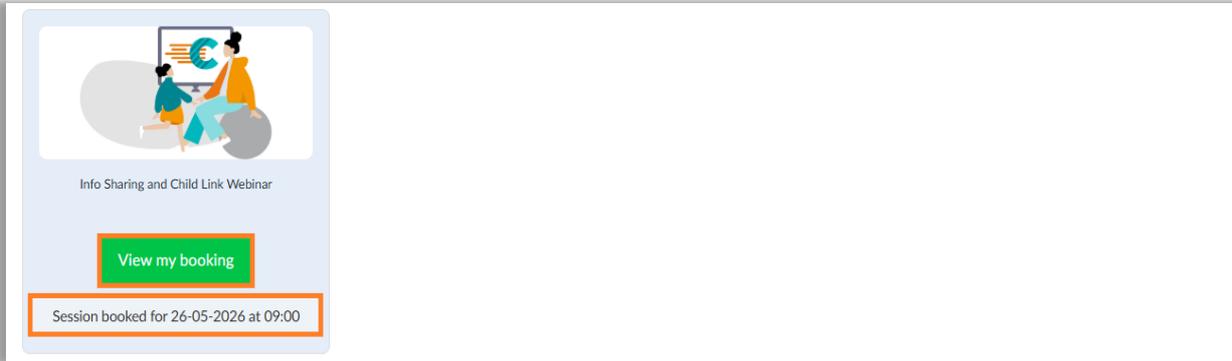
Tue, May 26

9:00 Term 2: Info Sharing and Child Link training (combined) -... - Reserved

Return to Course Page →

Step 6: You can use the **'Return to Course Page'** button to be directed to the course's homepage.

The **Webinar: Child Link User Training** tile will now reflect a **‘View my Booking’** status and will reflect the date and time of your booking.

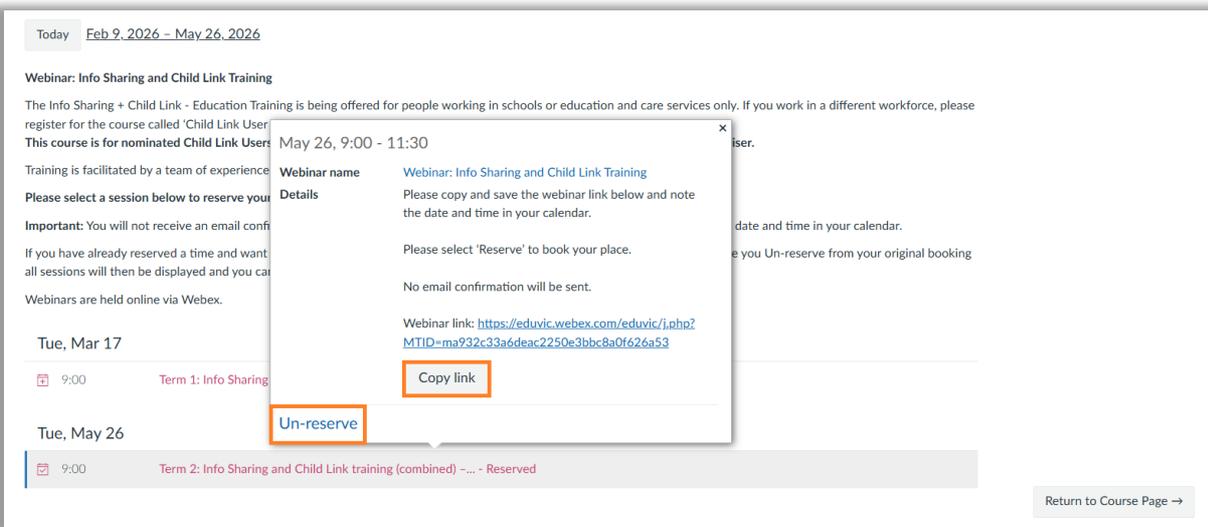


View or edit webinar booking

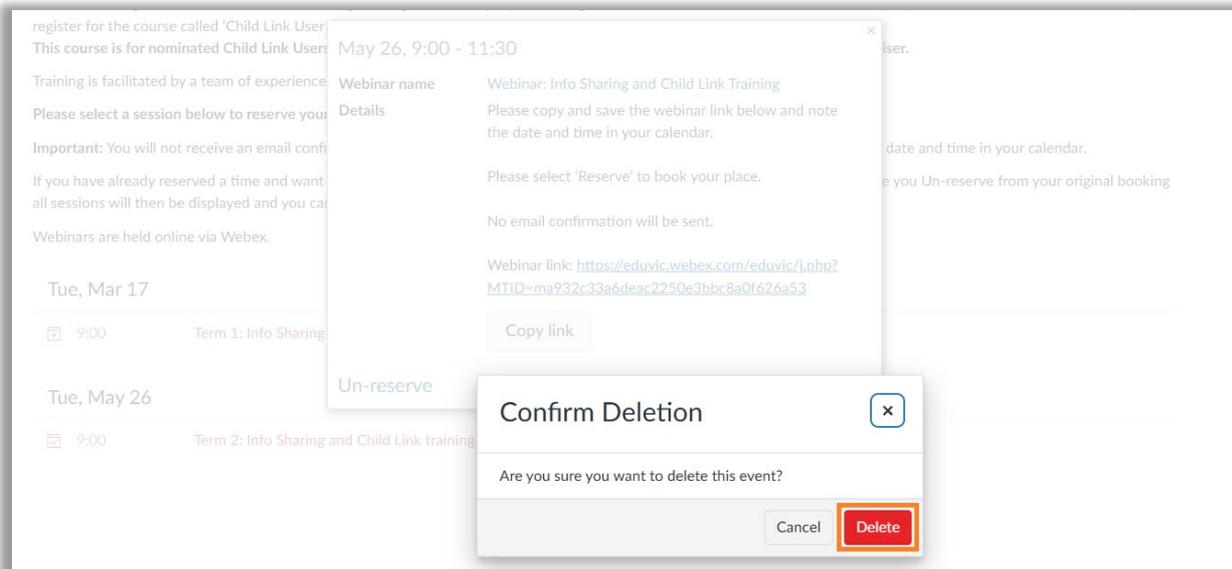
- ▶ If you would like to view or edit your booking, please click the **‘View my Booking’** button.



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



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 the **eLearn: Information Sharing for Education Workforces** or **Webinar: Information Sharing for Education Workforces**

Find this course by clicking on the **Education Workforces** category on the **Home** page. After you have completed Information Sharing training, enrol in Child Link training by following the steps in [Option 1](#) or [Option 3](#).



More information

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