

Child Link User Registration Guide

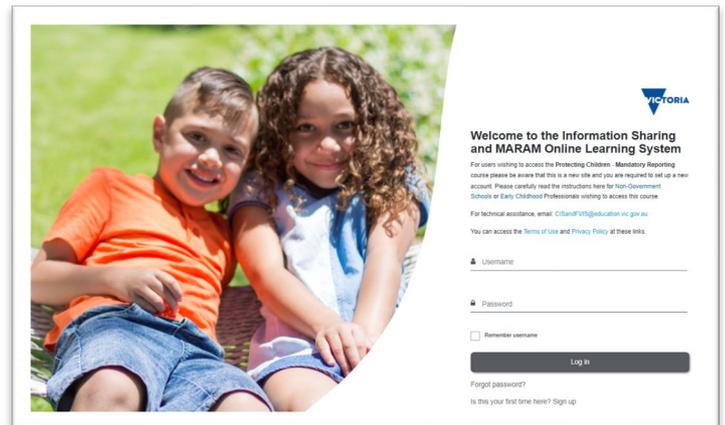
This guide provides instructions for Child Link Users on how to register for an account through the [Information Sharing and MARAM Online Learning System](#), complete an appropriate Information Sharing online training course and enrol in Child Link User training.

Accessing the Information Sharing and MARAM Online Learning System

Step 1: Create a new account or log into an existing online learning account

If you have not previously used the Information Sharing and MARAM Online Learning System (LMS) you access the platform at <https://elearn.childlink.com.au>.

New users need to select **'Sign up'** to create a new account. You can then select a username and password and confirm the workforce and department you are employed by.



We recommend you use your email address in lower case as your username, for example: *jdoe@yourworkplace.org.au*.

If you have previously used the LMS to complete other courses, you will be able to use your existing login details to enter the system. If you have forgotten your login details, please click the **'Forgot password?'** link on the page.

Step 2: Confirm your account details

During the sign up process you will be asked to provide your **Organisation** details to ensure you are provided access to the appropriate training modules for your role, and **Department** and **Workforce** information to help us report on statewide completion of the training modules.

Please select as your Sharing Scheme Department and Workforce:

- **'Department of Education and Training'** if you are from the **Education Workforce**.
- **'Department of Families, Fairness and Housing'** if you are from the **Child Protection Workforce**.
- **'Department of Health'** if you are from the **Maternal Child Health Workforce**.

Step 3: Log into 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 confirmation email appears here. You can then log in and start completing courses on the [Information Sharing and MARAM Online Learning System](#).

Completing Information Sharing Prerequisite Training

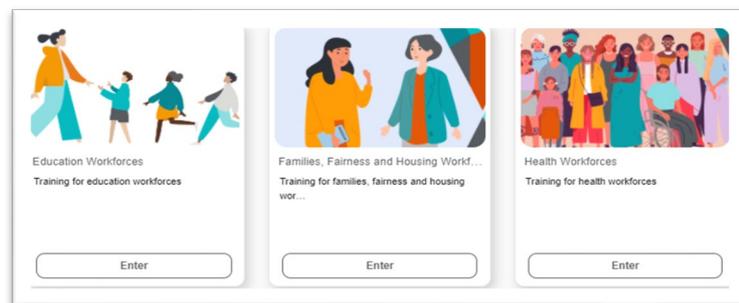
In order to access Child Link training, you will need to have completed Information Sharing and Family Violence Reforms training. This is compulsory prerequisite training required to understand how information can be legally and safely shared using the Child Information Sharing Scheme and Child Link.

If you have not previously completed this training within the Information Sharing and MARAM Online Learning System, you can access a course via the steps below:

Step 1: Select your relevant workforce from the Homepage

From the Homepage of the Information Sharing and MARAM Online Learning System, select and enter your relevant workforce tile:

- for Education staff, please select the Education Workforces tile
- for Child Protection staff, please select the 'Families, Fairness and Housing tile'
- for Maternal Child Health staff, please select the 'Health Workforces' tile).

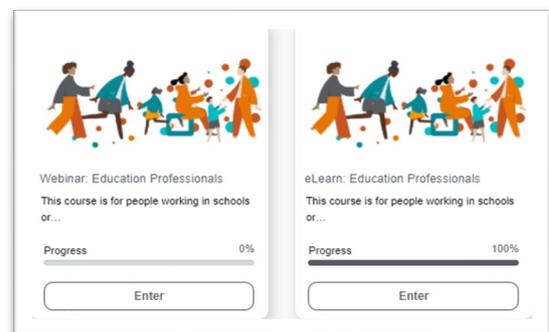


Step 2: Select your Information Sharing prerequisite course

Enrol in either an eLearn **or** a webinar for the Information Sharing Schemes online training course that best fits your organisational role.

For Child Protection staff, please select the eLearn *Information Sharing Schemes Online Training for Department of Family Fairness and Housing staff*.

Maternal Child Health staff can select and complete either the *Maternal and Child Health staff course* or the *Information Sharing Schemes Online training for Department of Health course*.



I have previously undertaken information sharing training elsewhere, do I need to complete it again?

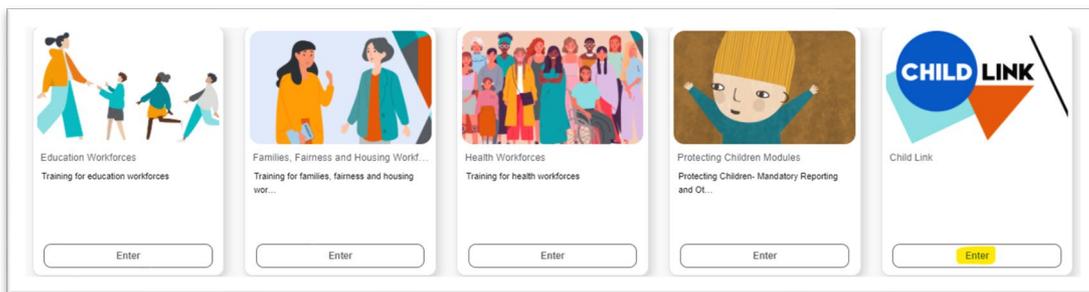
If you have previously completed Information Sharing and Family Violence Reforms training via face-to-face training or an eLearning course hosted on another platform, please provide a copy of your completion certificate to us at childlink@education.vic.gov.au in order to enroll in Child Link training or call us on 1800 549 646 with any questions.

Enrolling in Child Link User training

Once you have completed prerequisite Information Sharing Schemes online training for your workforce you can enroll in a Child Link Training Webinar via the steps below.

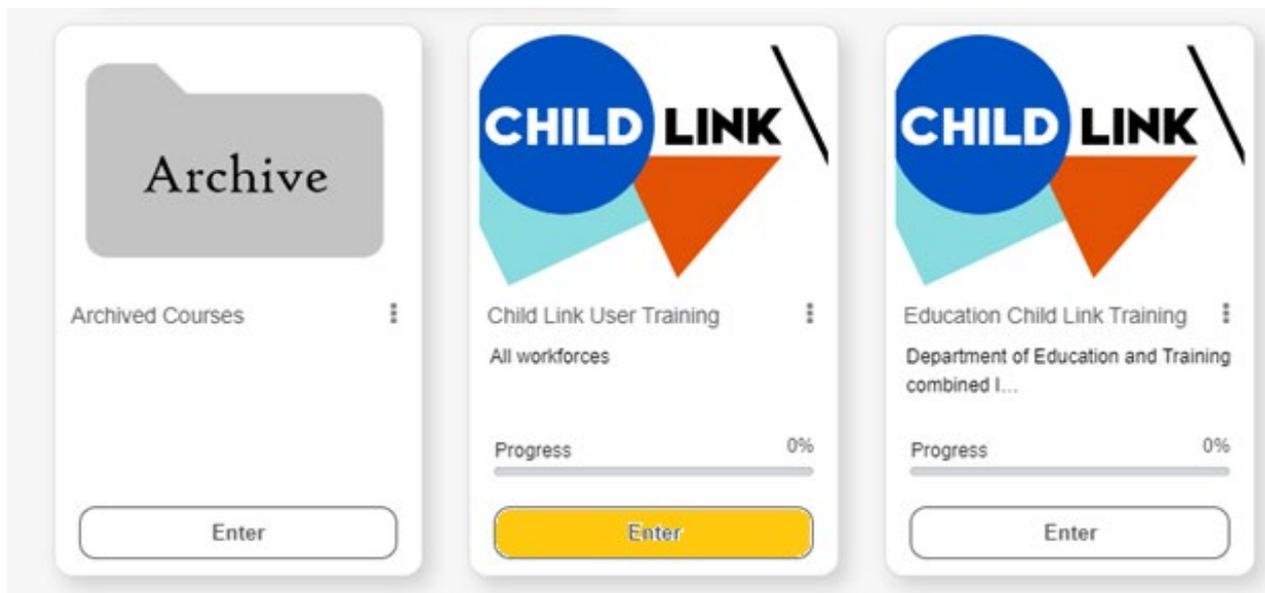
Step 1: Enter the Child Link Training Area

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



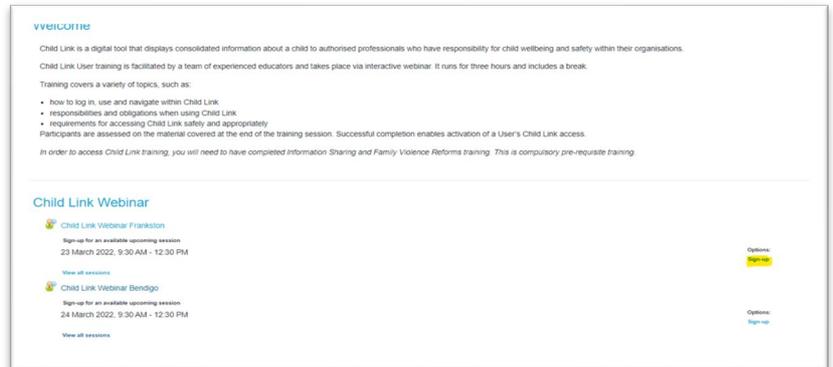
Step 2: Enrol in Child Link User Training

On the next page, select and 'Enter' the Child Link User Training tile (highlighted in the images below).



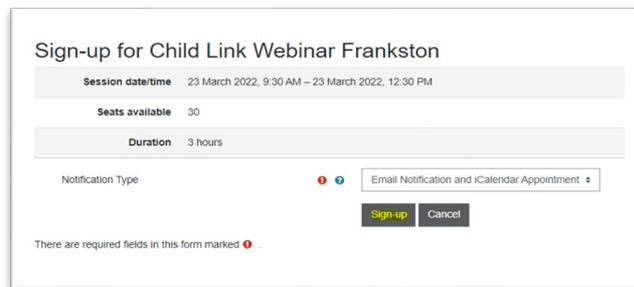
Step 2: Sign-up to your Child Link Webinar session

On the **Child Link User Training Welcome** page, select your preferred Child Link Webinar session and select 'Sign-up':



Step 3: Confirm booking

Select 'Sign-up' on the next page to confirm your booking. A confirmation email for your Child Link Webinar booking will be sent to your registered email address.



More Information

If you have any questions regarding the information above or require further assistance, please feel welcome to contact us at childlink@education.vic.gov.au or on 1800 549 646.