

# Information Sharing and MARAM Online Learning System Account Creation and Training Guide – Independent Schools

This guide is for Education professionals in independent schools who would like to enrol in courses related to the information sharing reforms, including the Child Information Sharing Scheme (CISS) and Family Violence Information Sharing Scheme (FVISS).

## Log in (existing users) or sign up (new users) to the training platform

Open your web browser (preferably Chrome) and log in or sign up to the Information Sharing and MARAM Online Learning System ('the online learning system') by clicking on this link <https://training.infosharing.vic.gov.au>

We recommend using a laptop or a desktop computer. Our courses are interactive and may not display correctly on smartphones and tablets.

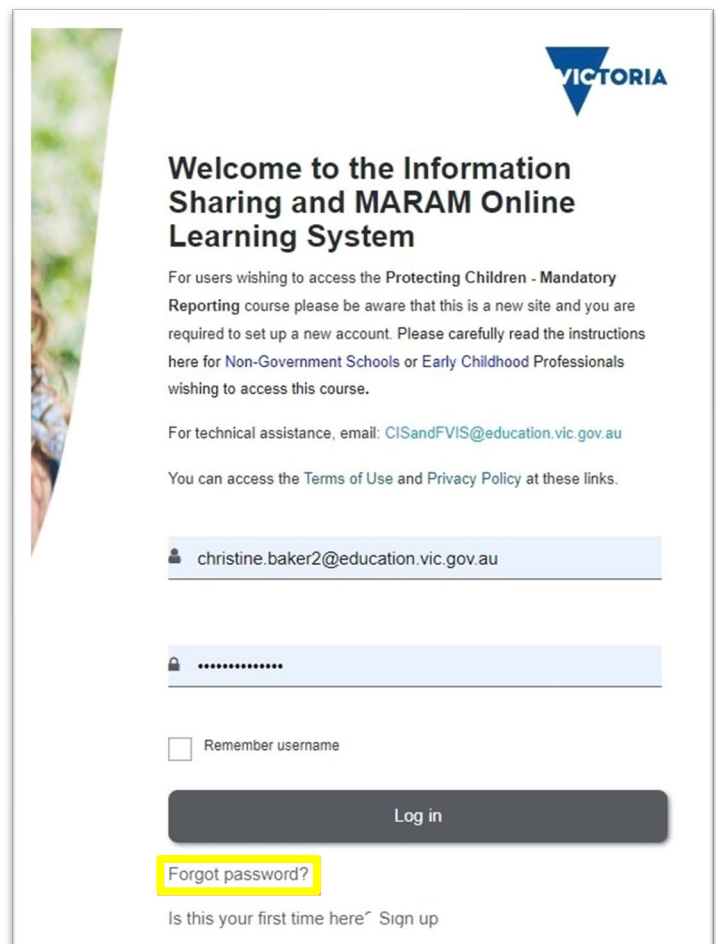
## Existing Users – Log in

If you have previously used the online learning system to complete other courses, you will be able to use your existing log in details to enter the system.

If you have forgotten your log in details, please click **Forgot password?** on the home page.

If you do not receive an email to reset your password, please contact the enquiry line on 1800 549 646 or email [CISandFVIS@education.vic.gov.au](mailto:CISandFVIS@education.vic.gov.au).

Once you have successfully logged on, scroll down to the **Navigate to a Training Course** instructions below.



The screenshot shows the login interface for the Information Sharing and MARAM Online Learning System. At the top right is the VICTORIA logo. The main heading is 'Welcome to the Information Sharing and MARAM Online Learning System'. Below this, a paragraph states that users accessing the 'Protecting Children - Mandatory Reporting' course must create a new account and read the instructions for 'Non-Government Schools' or 'Early Childhood Professionals'. It provides a technical assistance email: [CISandFVIS@education.vic.gov.au](mailto:CISandFVIS@education.vic.gov.au). Below this is a link to 'Terms of Use and Privacy Policy'. The login form includes a username field with the text 'christine.baker2@education.vic.gov.au', a password field with masked characters, and a 'Remember username' checkbox. A 'Log in' button is present, along with a 'Forgot password?' link highlighted by a yellow box. At the bottom, there is a link for 'Is this your first time here? Sign up'.


**VICTORIA**


## Welcome to the Information Sharing and MARAM Online Learning System

For users wishing to access the Protecting Children - Mandatory Reporting course please be aware that this is a new site and you are required to set up a new account. Please carefully read the instructions here for [Non-Government Schools](#) or [Early Childhood Professionals](#) wishing to access this course.

For technical assistance, email: [CISandFVIS@education.vic.gov.au](mailto:CISandFVIS@education.vic.gov.au)

You can access the [Terms of Use](#) and [Privacy Policy](#) at these links.

 christine.baker2@education.vic.gov.au

 .....

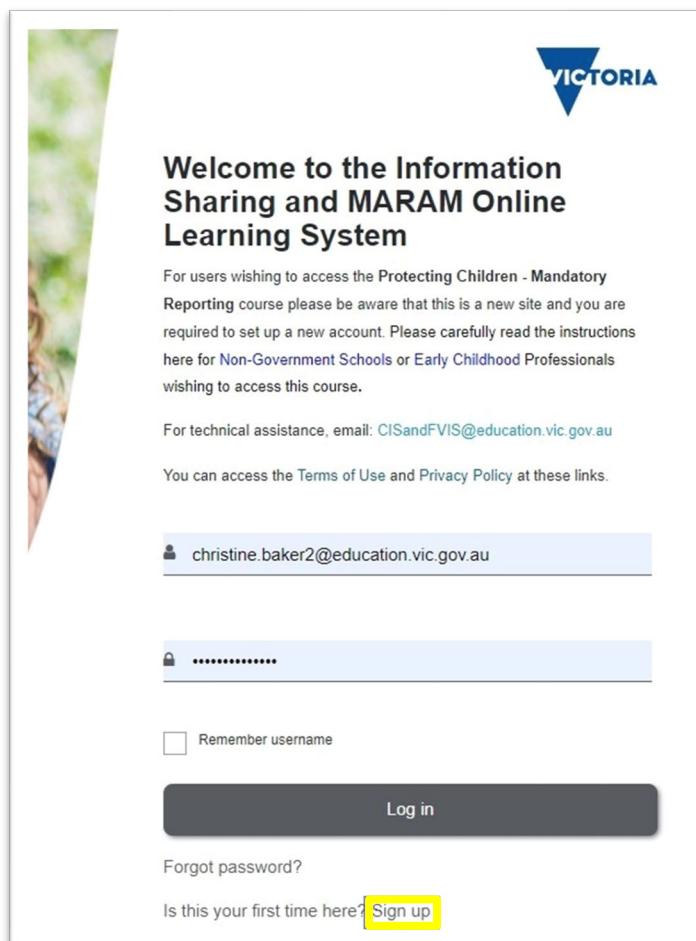
☐ Remember username

**Log in**

**Forgot password?**

Is this your first time here? [Sign up](#)

## New Users – Sign Up



**Welcome to the Information Sharing and MARAM Online Learning System**

For users wishing to access the Protecting Children - Mandatory Reporting course please be aware that this is a new site and you are required to set up a new account. Please carefully read the instructions here for [Non-Government Schools](#) or [Early Childhood Professionals](#) wishing to access this course.

For technical assistance, email: [CISandFVIS@education.vic.gov.au](mailto:CISandFVIS@education.vic.gov.au)

You can access the [Terms of Use](#) and [Privacy Policy](#) at these links.

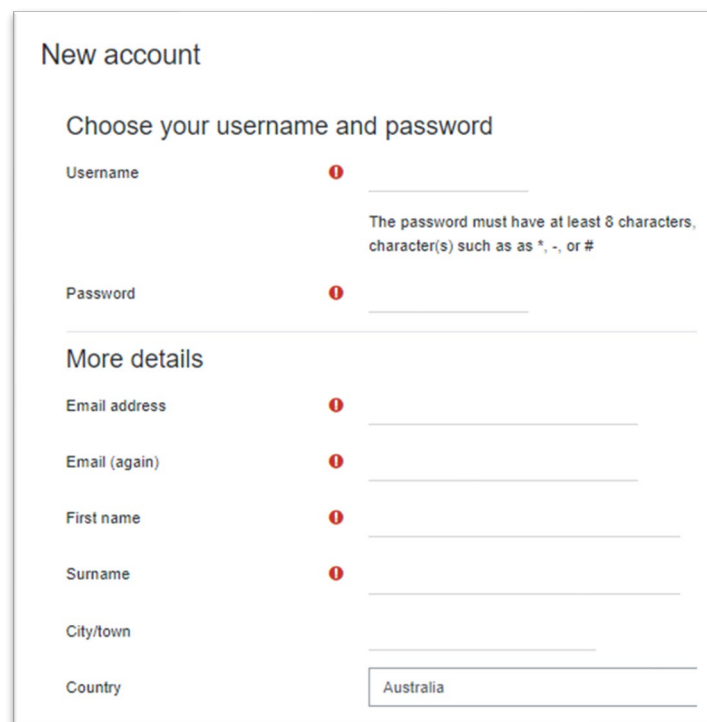
☐ Remember username

[Forgot password?](#)

Is this your first time here?

**Step 1:** You must create a new account if you have not used the online learning system before.

Click on the “Sign up” link under the Log in button to go to the [New Account set up](#) form.



**New account**

**Choose your username and password**

Username  **!**

The password must have at least 8 characters, character(s) such as \*, -, or #

Password  **!**

**More details**

Email address  **!**

Email (again)  **!**

First name  **!**

Surname  **!**

City/town

Country

**Step 2:** Choose a username and password.

We recommend using your email address as your username.

You must fill in all the fields flagged with an exclamation mark.

The Department of Education manages personal information in accordance with relevant Victorian privacy law, the *Privacy and Data Protection Act 2014*. For more details, please visit the [Privacy Policy](#).

### Contact Details

Work Phone Number

Preferred Method of Contact

Choose... ▾

I wish to receive further information.

Choose... ▾

### Department and Agency Information

Sharing Scheme Department

Choose...

Workforce

Choose...

### Organisation

Organisation

Choose...

If your ECEC Service Name, School Name, or organisation is not listed above, please enter it here:

**Step 3:** Complete your contact details.

**Step 4:** Select 'Department of Education' as your Sharing Scheme Department.

This information will help us report on state-wide course completions.

**Step 5:** Select 'Independent schools and system bodies' as your Workforce.

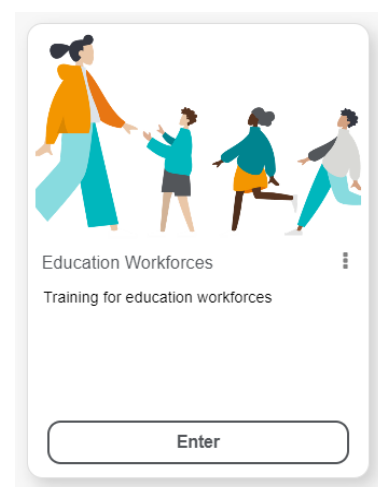
**Step 6:** Choose 'Independent schools' as the option from this list as your Organisation.

**Step 7:** Please enter the school name in the field titled 'If your ECEC Service Name, School Name or organisation is not listed above, please enter it here'.

## Navigate to a Training Course

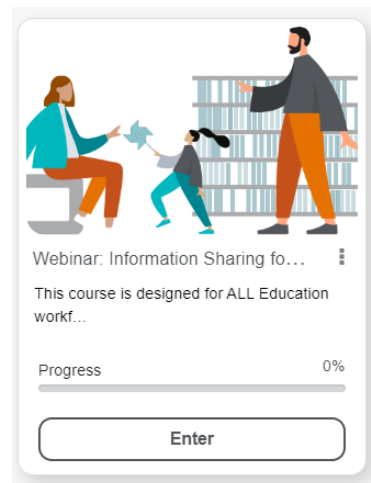
Once you are logged in, go to the Homepage and enter **Education Workforces**.

Choose your course from the following options.



**Webinar: Information Sharing for Education Workforces** is held online via Webex. This webinar is designed for ALL Education workforce staff, including leaders and professionals who need a detailed operational understanding of the information sharing reforms.

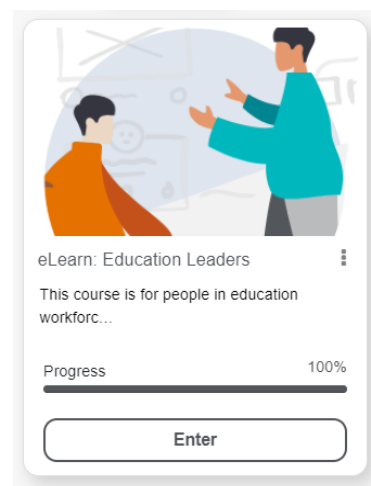
This webinar will take around 3 hours.



**eLearn: Education Leaders** is an online multimedia eLearning course designed for education workforce professionals who are responsible for personnel impacted by the information sharing reforms and who will play a role in the change management process.

You can work through the modules at your own pace, at any time.

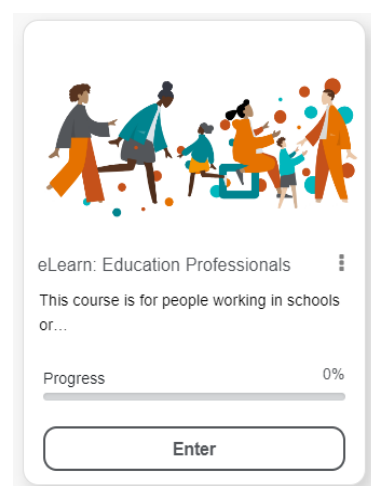
The eLearn consists of five modules, which each take around 25 minutes to complete. The entire course will take around 2 hours.



**eLearn: Education Professionals** is an online multimedia eLearning course designed for people working in schools or education and care services who are likely to share information and require a detailed operational understanding of the reforms.

You can work through the modules at your own pace, at any time.

The eLearn consists of six modules, which each take around 25 minutes to complete. The entire course will take around 3 hours.




## Post-Webinar/eLearn Survey

We encourage you to complete the Post-Webinar or eLearn Survey. Please note that you do not have to complete the survey to receive your Certificate of Completion.

## Certificates

Certificates are available within 24 hours of course completion. You can download a certificate from your My Dashboard page or from the Course information page.

My Courses		My Certificates		***	
Course	Activity	Complete	Completion Date	Certificate	
eLearn: Education Professionals		☑	07/03/2022		
	Module 1: Introduction to the Reforms	☑	03/03/2022		

### eLearn: Education Leaders

[Dashboard](#) / [My courses](#) / [Education Workforces](#) / [eLearn: Education Leaders](#) / [Certificate of Completion](#) / [Click here to view Course Completion Certificate](#)

---

## Click here to view Course Completion Certificate

Awarded on: Monday, 2 May 2022, 5:47 PM

[View certificate](#)

## More information

Phone: 1800 549 646

Email: [CISandFVIS@education.vic.gov.au](mailto:CISandFVIS@education.vic.gov.au)

More Information: [www.infosharing.vic.gov.au](http://www.infosharing.vic.gov.au)

[Frequently Asked Questions](#)