

Child Link User Training for Education Workforces

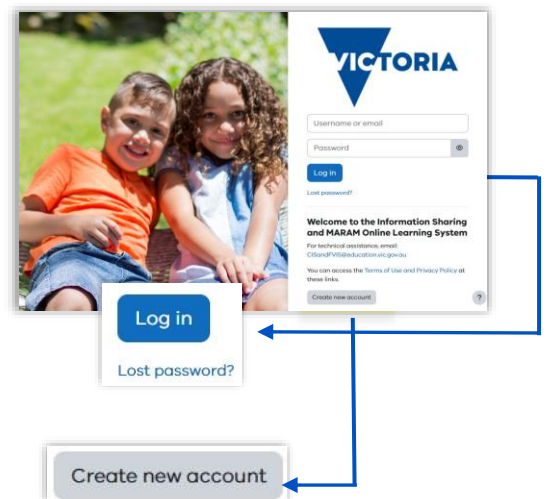
How to access the Information Sharing and MARAM Online Learning System (online learning system) and enrol in Child Link User training.

Accessing the online learning system

- ▶ Go to <https://training.infosharing.vic.gov.au>

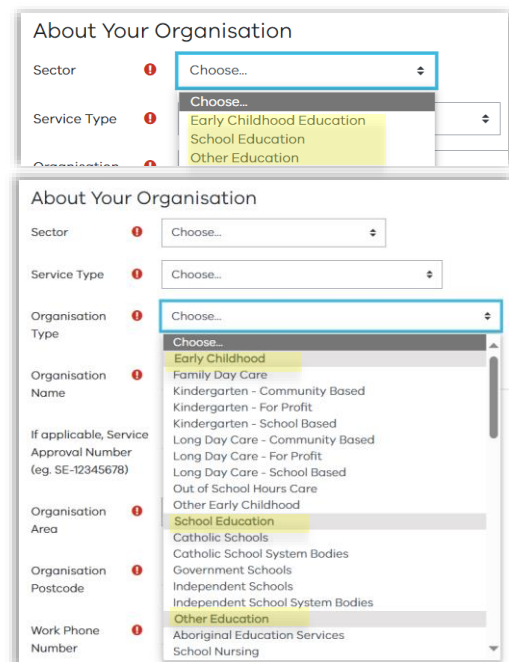
Option 1: Log in to your existing account

- ▶ 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.



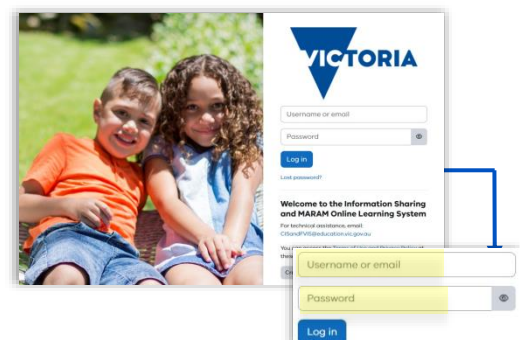
Option 2: Create a new account

- ▶ 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.
- ▶ Please note when completing the **About Your Organisation** section:
 - ▶ For **Sector**, select 'Early Childhood Education', 'School Education' or 'Other Education' (depending on where you work).
 - ▶ For **Service Type** and **Organisation Type**, select an option under heading 'Early Childhood', 'School Education' or 'Other Education'.



Log in to your account

- ▶ 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.
- ▶ 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).



Access Child Link User Training

Before you can access Child Link, you need to complete training in the Information Sharing and MARAM Reforms (Information Sharing training), as well as Child Link. Information Sharing training is required to understand how information can be legally and safely shared using the Child Information Sharing Scheme (CISS) and Child Link.

Two training options are available for Education workforces. Please follow the steps below to ensure you enrol in the correct training course.

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
- ▶ Webinar: Information Sharing for Education Workforces
- ▶ eLearn: Information Sharing for Education Workforces

If you think you have completed information sharing training but it is not showing on the **My courses** screen, please contact the Information Sharing and MARAM Enquiry Line by email (cisandfvis@education.vic.gov.au) or phone (1800 549 646).

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

If your answer is **NO, I have not completed an Information Sharing course**, go to [Option 2](#) to enrol in Info Sharing + Child Link for Education Workforces. This course combines Information Sharing training and Child Link training into one session.

Option 1: Access Child Link User Training

Choose this option **only** if you have already completed Information Sharing training (i.e., Education Professionals, Education Leaders, DE Regional Professionals, Webinar: Information Sharing for Education Workforces or eLearn: Information Sharing for Education Workforces).

If you have not completed an information sharing training course, go to [Option 2](#).

Enter the Child Link Training page

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

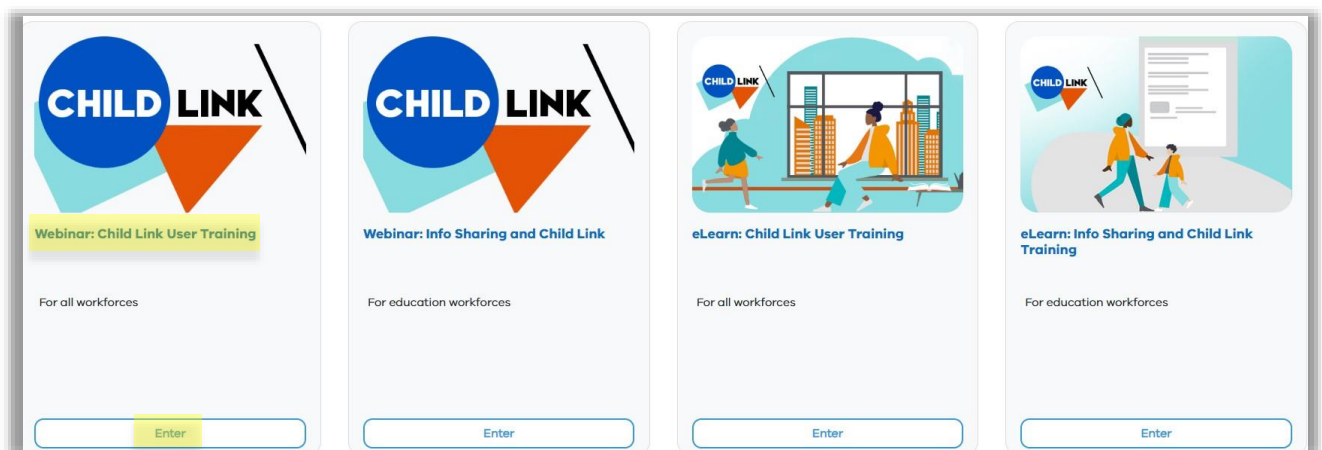


You can choose to complete Child Link training via webinar (Option A) or eLearn (Option B)

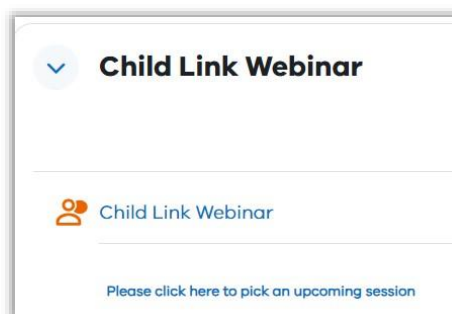
Please note that you only need to complete one of these options as they are equivalent courses that cover the same content.

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

Step 1: To sign up for a webinar, click the **Enter** button on the **Webinar: Child Link User Training** tile.



Step 2: 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 display a page that lists all upcoming sessions.



Step 3: Choose your preferred Child Link Webinar session as demonstrated in the image below and select '[Sign-up](#)':



Upcoming sessions					
Webinar title	Who is this session for?	Date	Seats available	Status	Options
Webinar	All Workforces	2 May 2025 2:30 PM–4:00 PM	28	Booking open	Sign-up
Webinar	All Workforces	6 May 2025 1:30 PM–3:00 PM	26	Booking open	Sign-up
Webinar	All Workforces	9 May 2025 2:30 PM–4:00 PM	28	Booking open	Sign-up

Step 4: Click the 'Sign-up' button on the next page to confirm your booking. A confirmation email of your Child Link Webinar booking, including the Webex link to access the session, will be sent to your registered email address.


Sign-up for Child Link Webinar

Webinar title	Webinar
Who is this session for?	All Workforces
Session date/time	6 May 2025 1:30 PM–3:00 PM
Seats available	26
Details	Join Webex Meeting for external users only If you experience any technical difficulties joining the Webex meeting, please email the Enquiry Line on CISandFVIS@education.vic.gov.au or call 1800 549 646 during operating hours, Monday - Friday, 9 am - 5 pm.

Notification Type

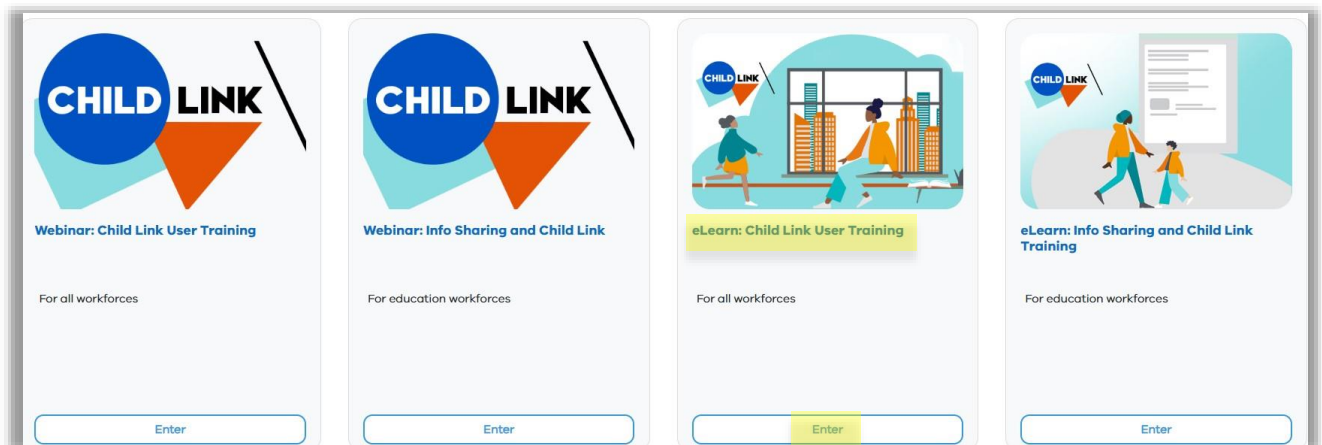


 Email Notification and iCalendar Appointment

Sign-up
 Cancel

 Required

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

Step 1: To commence a self-paced eLearn, select and 'Enter' the **eLearn: Child Link User Training** tile.



Step 2: 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.

Option 2: Enrol in Info Sharing + Child Link training for Education Workforces

Choose this option **only** if you have **not** previously completed Information Sharing training (i.e., Education Professionals, Education Leaders, Information Sharing for Education Workforces or DE Regional Professionals or Webinar: Information Sharing for Education Workforces or eLearn: Information Sharing for Education Workforces).

This course combines Information Sharing training and Child Link training into one session.

Enter the Child Link Training page

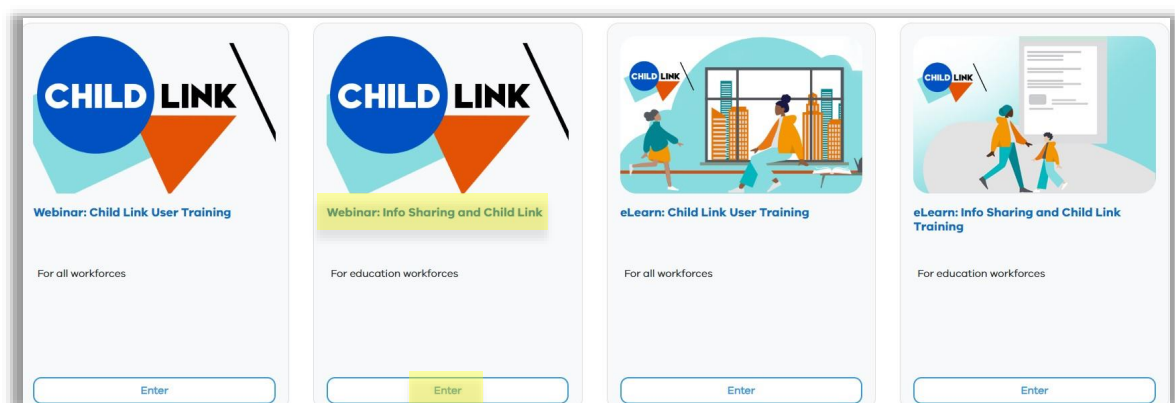
From the **Home page**, click the **Child Link Training** tile as shown in the image below.



Choose from either a webinar (Option A) or eLearn (Option B) to complete Info Sharing + Child Link training for Education Workforces

Option A: Sign-up for Webinar: Info Sharing and Child Link

Step 1: To sign up for a **webinar**, select and 'Enter' the **Webinar: Info Sharing and Child Link User Training** tile.



Step 2: On the **Information Sharing and Child Link Webinar** welcome page, scroll to the heading Information Sharing Reforms and 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.


Information Sharing Reforms and Child Link Webinar


[Information Sharing Reforms and Child Link Webinar](#)

[Please click here to pick an upcoming session](#)

Step 3: Choose your preferred webinar session as shown in the image below and select 'Sign-up':

Note, when selecting a session, please take note of the 'Webinar title' and 'Who is this session for' columns to ensure that session is the best one for you.

All sessions in Information Sharing Reforms and Child Link Webinar					
Upcoming sessions					
Webinar title	Who is this session for?	Date	Seats available	Status	Options
Webinar	Education Workforces	28 May 2025 1:00 PM–3:30 PM	36	Booking open	Sign-up
Webinar	Education Workforces	30 May 2025 9:00 AM–11:30 AM	33	Booking open	Sign-up
Webinar	Education Workforces	6 June 2025 9:00 AM–11:30 AM	40	Booking open	Sign-up

Step 4: Click the 'Sign-up' button on the next page to confirm your booking. A confirmation email of your Webinar booking, including the Webex link to access the session, will be sent to your registered email address.

Sign-up for Information Sharing Reforms and Child Link Webinar

Webinar title	Webinar
Who is this session for?	Education Workforces
Session date/time	28 May 2025 1:00 PM–3:30 PM
Capacity	40
Details	Join Webex Meeting for external users only

If you experience any technical difficulties joining the Webex meeting, please email the Enquiry Line on CISandFVIS@education.vic.gov.au or call 1800 549 646 during operating hours, Monday - Friday, 9 am - 5 pm.

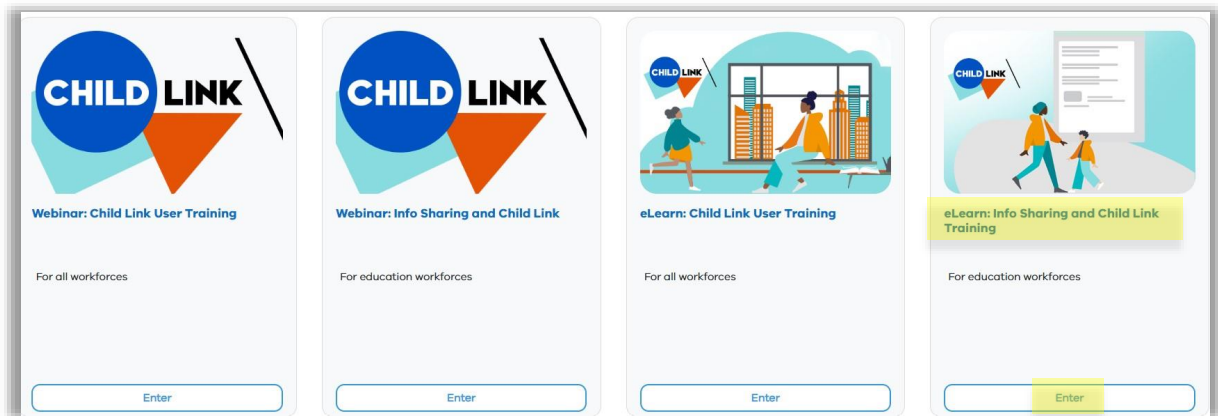
Notification Type 1 ? Email Notification and iCalendar Appointment

Sign-up Cancel

1 Required

Option B: Complete *eLearn: Info Sharing and Child Link Training*

Step 1: To sign-up for a self-paced **eLearn**, select and 'Enter' the **eLearn: Info Sharing and Child Link Training** tile.



Step 2: On the **eLearn: Info Sharing and Child Link Training** welcome page, select Module 1 to get started. You will need to complete all modules and the mandatory quiz.

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 either the Webinar: Information Sharing for Education Workforces or eLearn: Information Sharing for Education Workforces.

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

