

# Protecting Children - Mandatory Reporting and Other Obligations for Early Childhood: How to enrol in and complete this course

This guide is for Victorian early childhood education and care professionals who need to undertake the **Protecting Children - Mandatory Reporting and Other Obligations (PROTECT)** online training provided by the Department of Education.

*Protecting Children - Mandatory Reporting and other Obligations Early Childhood 2025* is an online eLearning course designed to support all professionals in early childhood settings to increase their capacity to respond effectively to children whose safety, health or wellbeing may be at risk.

## “Log in” (existing users) or “Create new account” (new users)

Open your web browser (preferably Microsoft Edge or Google Chrome) and log in or create a new account for 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. This course is interactive and may not display correctly on a smartphone or tablet.

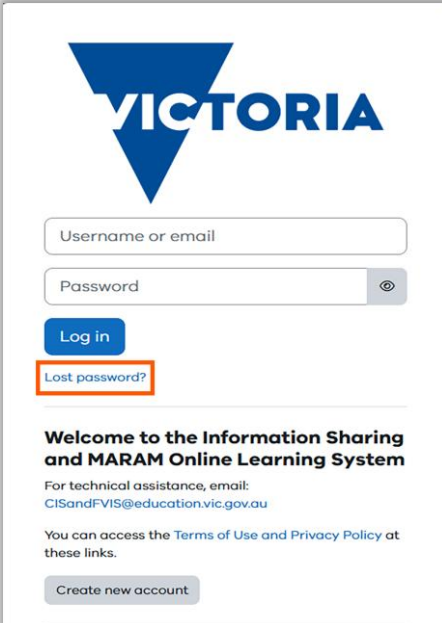
## Existing users – Log in

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

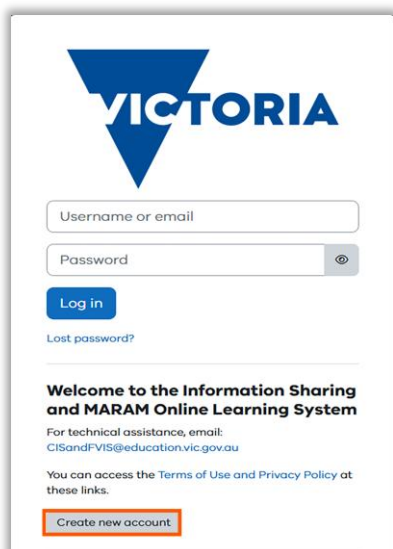
If you have forgotten your log in details, click **Lost password?** on the home page to receive an email to reset your password. Please check your junk or spam folder in case it appears there.

If you do not receive an email, 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 in, follow the [Navigate to your course](#) instructions below.

The image shows a login page for the Victoria Information Sharing and MARAM Online Learning System. At the top is the Victoria logo, a blue downward-pointing triangle with the word "VICTORIA" in white. Below the logo are two input fields: "Username or email" and "Password". The "Password" field has a toggle icon on the right. Below these fields are three buttons: "Log in" (blue), "Lost password?" (orange outline), and "Create new account" (grey). Below the buttons, there is a heading "Welcome to the Information Sharing and MARAM Online Learning System", followed by technical assistance contact information: "For technical assistance, email: CISandFVIS@education.vic.gov.au". At the bottom, it says "You can access the Terms of Use and Privacy Policy at these links." with a link icon.

## New users – Create new account



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

Click on the **Create new account** button under the Log in button to go to the [New account set up form](#).

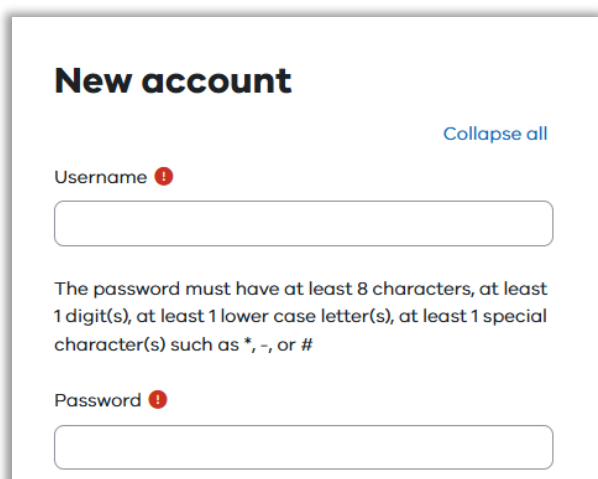
**Step 2:** Complete the **New account** form.

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

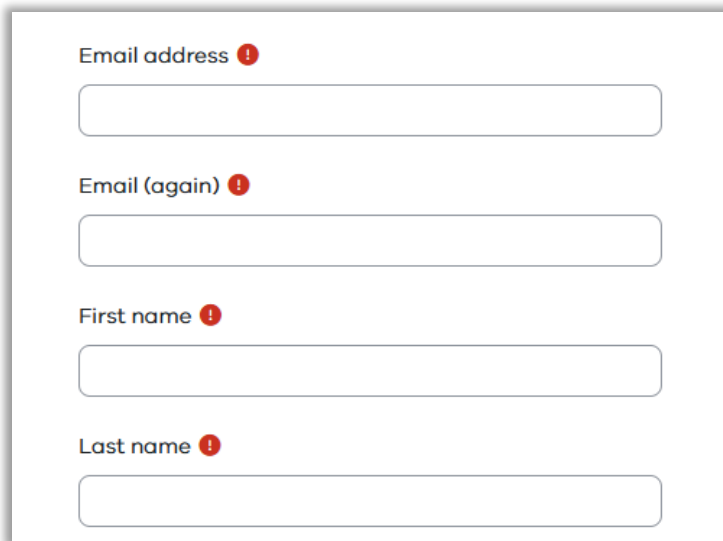
The Department of Education manages personal information in accordance with relevant Victorian privacy law, the *Privacy and Data Protection Act 2014*. For more details, visit the [Privacy Information Policy](#).

First, choose a username and password.

We recommend using your email address as your username.



Enter your email address and name.

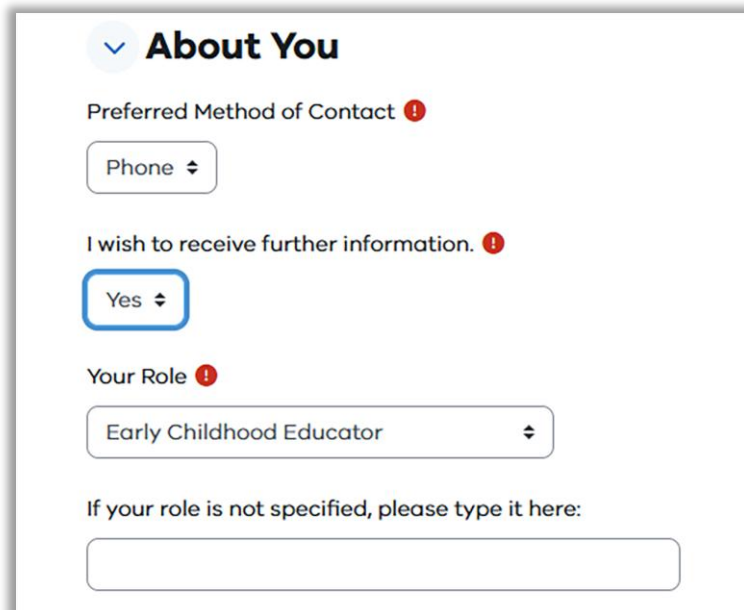


A form with four input fields, each with a red exclamation mark icon to its right. The fields are labeled: 'Email address', 'Email (again)', 'First name', and 'Last name'. Each field is empty and has a light gray border.

**Step 3:** Choose your communication preferences.

Select your role from the drop-down list.

If your role is not listed, please select 'Other (please specify below)' and type it in the field provided.



A form titled 'About You' with a blue dropdown arrow icon to the left of the title. It contains four sections: 'Preferred Method of Contact' with a dropdown menu showing 'Phone'; 'I wish to receive further information.' with a dropdown menu showing 'Yes' (highlighted with a blue border); 'Your Role' with a dropdown menu showing 'Early Childhood Educator'; and a text input field labeled 'If your role is not specified, please type it here:'. Each section has a red exclamation mark icon to its right.

**Step 4:** Complete the section **About Your Organisation**.

For **Sector**, select 'Early Childhood Education'.

For **Service Type**, select:

- family day care
- kindergarten

- long day care
- outside school hours care, or
- other early childhood.

For **Organisation** Type, find the heading **Early Childhood** and select one of the following:

- family day care
- kindergartens – community based
- kindergartens – for profit
- kindergartens – school based
- long day care – community based
- long day care – for profit
- long day care – school based
- outside school hours care, or
- other early childhood.

Complete the remaining required fields about your organisation.

**About Your Organisation**

Sector

Early Childhood Education

Service Type

Long Day Care

Organisation Type

Long Day Care - Community Based

Organisation Name

If applicable, Service Approval Number (eg. SE-12345678)

Organisation Area

Barwon Area

Organisation Postcode

Work Phone Number

**Step 5:** Once you have successfully created an account, you will receive an email asking you to confirm your account. Check your junk or spam folder in case it appears there.

## Navigate to your course

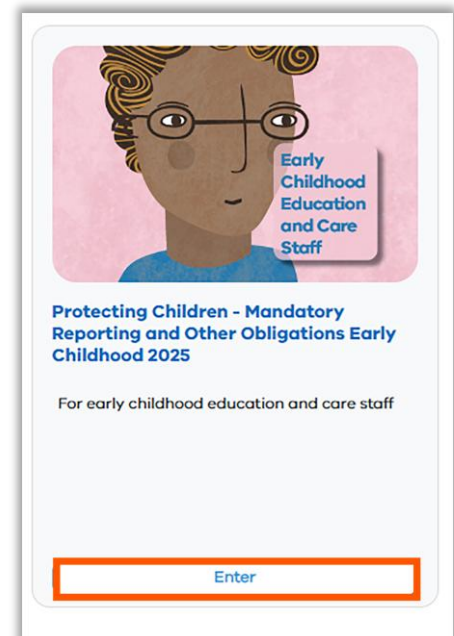
**Step 1:** Once you are successfully logged in, go to the Home page and click **Protecting Children**.



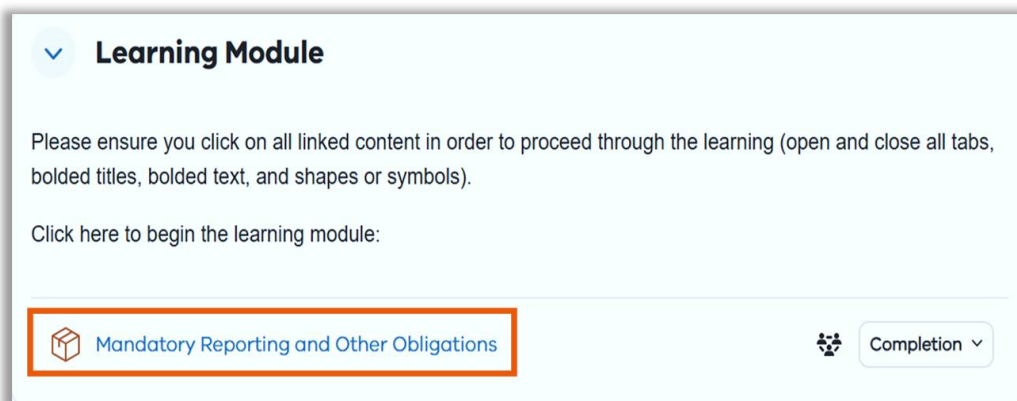
**Step 2:** Choose the **Protecting Children - Mandatory Reporting and other Obligations Early Childhood 2025** course and click **Enter**.

The course is divided into a learning module and an assessment.

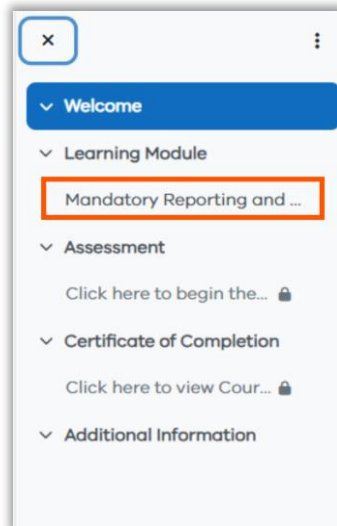
**IMPORTANT:** You need to complete BOTH the learning module and the assessment to successfully complete this course.



**Step 3:** Click on the Mandatory Reporting and Other Obligations learning module link from either the course **Welcome** page or the **left-hand side course menu**.

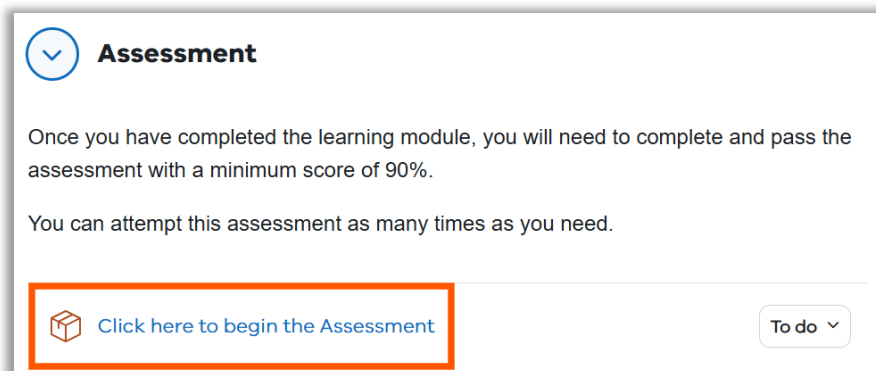


OR

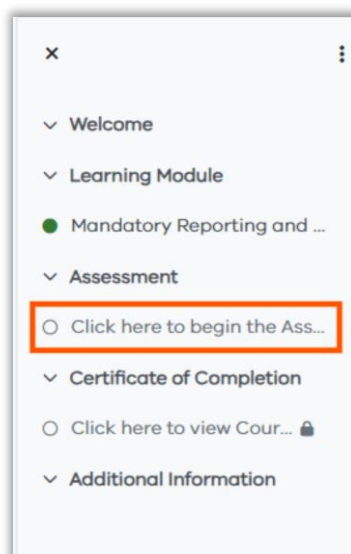


After you complete the learning module, click on 'Save and exit' and then click 'Yes, exit the module'.

**Step 4:** Return to the course **Welcome** page or left-hand side course menu page to complete the assessment.



OR



## Certificate of Completion

Certificates are available within 24 hours of course completion. You can download your certificate from the course page or the **My certificates** tab.


▼

### Certificate of Completion

Certificates are available within **24 hours** of course completion.

In order to access your certificate you need to click on the Course Completion Certificate below.

**NOTE: You will not be able to access your certificate unless you have successfully completed BOTH the learning module and the assessment.**

 [Click here to view Course Completion Certificate](#)





Mark as done

OR

### My certificates

These are the certificates you have been issued by either email or downloading manually.

Download table data as: Comma separated values (.csv) Download

Name	Course	Awarded on	File
Certificate of Completion	Webinar: Info Sharing and Child Link	Wednesday, 9 April 2025, 1:54 PM	
Certificate of Completion	eLearn: Information Sharing and MARAM Refresher	Tuesday, 1 April 2025, 6:55 PM	
<a href="#">Click here to view Course Completion Certificate</a>	Protecting Children - Mandatory Reporting and Other Obligations Early Childhood 2025	Tuesday, 1 April 2025, 5:55 PM	
Certificate of Completion	eLearn: Information Sharing for Education Workforces	Tuesday, 1 April 2025, 12:48 PM	

## More information

**Additional resources:** [Protection and prevention of child abuse in early childhood settings | vic.gov.au](https://www.vic.gov.au/protection-and-prevention-of-child-abuse-in-early-childhood-settings)

**Enquiries regarding course content:** [early.years.workforce@education.vic.gov.au](mailto:early.years.workforce@education.vic.gov.au)