

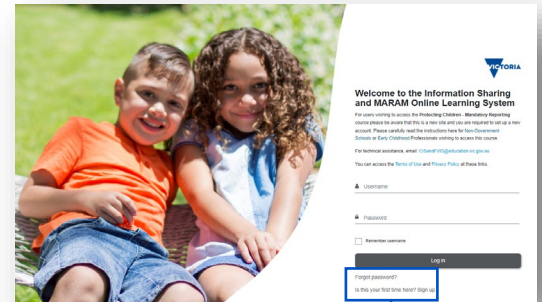
Child Link User Training for Catholic Education Ballarat

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 'Forgot password?' link under the Log in button.

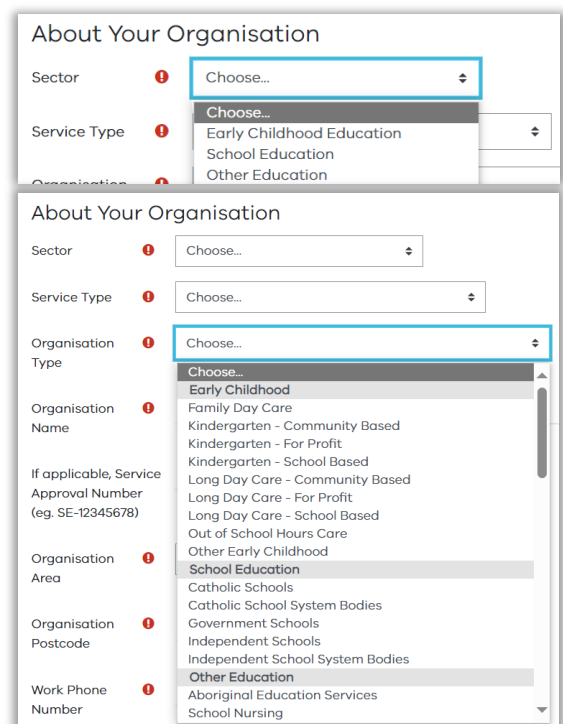


Forgot password?

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

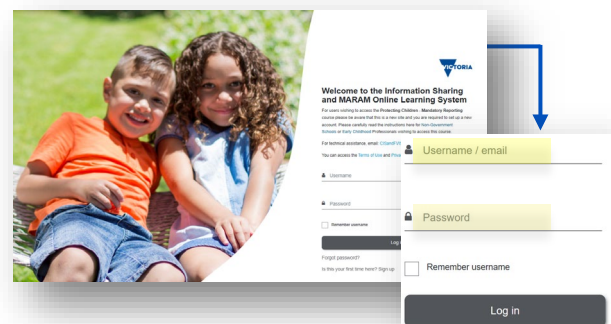
Option 2: Create a new account

- ▶ Click the 'Sign up' link under the **Log in** 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.
- ▶ Complete the **More Details** and **About You** sections.
- ▶ Complete the section **About Your Organisation**.
 - ▶ For **Sector**, select 'School Education'.
 - ▶ For **Service Type** and **Organisation Type**, select an option under heading 'School Education'.
 - ▶ Complete the remaining required fields for your organisation.



Log into 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.
- ▶ Log in to the online learning system and register for Child Link User training (details on the next page).

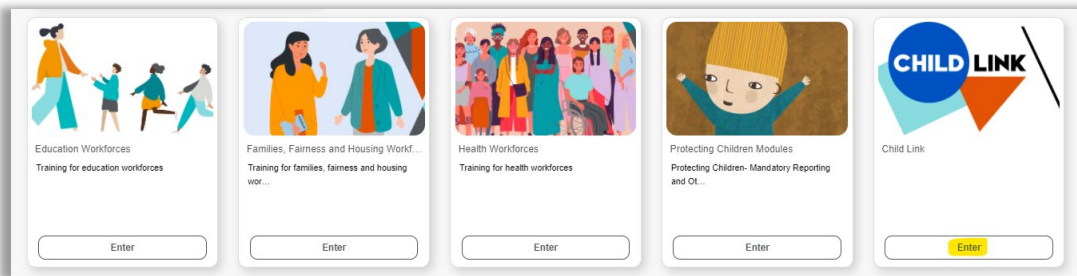


Enrol in Child Link User Training

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

Step 1: Enter the Child Link training page

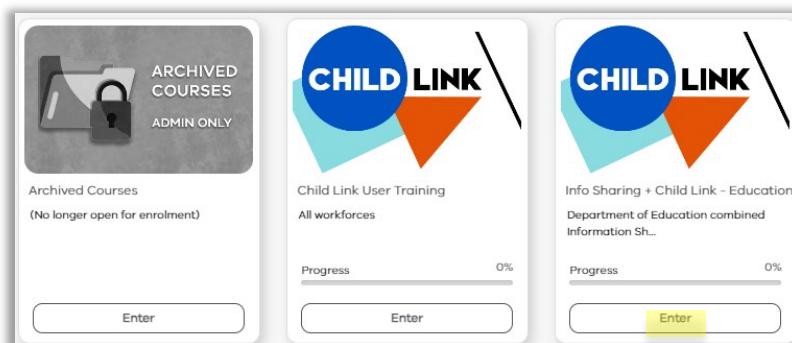
From the **Home page**, select and 'Enter' the Child Link tile as shown in the images below.



Step 2: Sign up to your Child Link Webinar session

There are two **Child Link Training course** tiles. Please select the following:

- **Info Sharing + Child Link – Education**












On the **Info Sharing + Child Link - Education 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. Choose your preferred Child Link targeted session as shown in the image below and select 'Sign up': We have organised the following targeted Child Link webinars:

- June 27th 4:00 pm to 6.30 pm
- July 19th 9:00 am to 11.30 am
- July 25th 1:00 pm to 3.30 pm



Webinar	Education Workforces	26 June 2024	9:00 AM – 11:30 AM	3 / 40	Booking open	   Attendees Sign-up
Webinar	Education Workforces	27 June 2024	1:00 PM – 3:30 PM	0 / 40	Booking open	   Attendees Sign-up
Webinar	Catholic Education Ballarat	27 June 2024	4:00 PM – 6:30 PM	0 / 40	Booking open	   Attendees Sign-up


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.

Step 3: Confirm booking

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	13 June 2024, 1:00 PM – 13 June 2024, 3:30 PM
Seats available	15
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, 9am - 5pm.
Notification Type	  Email Notification and iCalendar Appointment
	<input type="button" value="Sign-up"/> <input type="button" value="Cancel"/>

 Required

More Information

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