June/July 2024

LDOE EARLY CHILDHOOD EDLINK TRAINING SCHEDULE

The following training sessions are available to all providers. For the months of June and July, training sessions are scheduled for **Mondays and Fridays (excluding holidays), beginning June 10th**. See below for specific days and times. All sessions require PRE-registration for access, so please register early. Same-day registration is fine, <u>up to 30 minutes prior to start time</u>, but spaces are limited.

The sessions below are for training purposes only. For Edlink support, please see the training page for user guides and instructional videos at **https://louisianabelieves.com/early-childhood/edlink-training** . For Edlink (system/technical) issues, submit a Support Ticket at **https://edlink.supportsystem.com/open.php**.

MONDAY Begininning June 10th

11:00AM-12:00PM
Staff Management: In this session, you'll be shown how to add, delete and edit your staff members within Renewals and Staff Management changes throughout the year.
https://us06web.zoom.us/meeting/register/tZUldO-trzgrHdCoxrvbJn3OC3b5gZ0MbVOg

1:30 PM-2:30 PM
COMPLETING NEW AND RENEWAL APPLICATIONS: In this session, you'll be provided with instructions for completing In Home, Family Home, and Types I, II, and III applications.
https://us06web.zoom.us/meeting/register/tZcpcOGspjoiHdxAZUJTXuTTGmezh9V1kP4O

3:00PM-4:00PM
EDLINK ACCOUNT SETUP-Accessing/Role Requests in Edlink: In this session, you'll be instructed on how to create an Edlink account, personal profile, New User Dashboard and request access to your Entity and Entity Dashboard.
https://us06web.zoom.us/meeting/register/tZAodu-gpzgjHt0S4jIsmIpc4197_4Rkc6T

FRIDAY Ending July 26th

9:00AM-10:00AM
EDLINK ACCOUNT SETUP-Accessing/Role Requests in Edlink: In this session, you'll be instructed on how to create an Edlink account, personal profile, New User Dashboard and request access to your Entity and Entity Dashboard.
https://us06web.zoom.us/meeting/register/tZAtcemhqj8oH9Nj1R6PEut5gcwI9_wm1jyo

11:00 AM-11:30AM
Staff Management: In this session, you'll be shown how to add, delete and edit your staff members within Renewals and Staff Management changes throughout the year.
https://us06web.zoom.us/meeting/register/tZUldO-trzgrHdCoxrvbJn3OC3b5gZ0MbVOg

11:30AM-12:00 PM
ENTITY CHANGES: This session explain how to access, complete and submit changes for your entity. This application includes <u>changes of license type</u>, <u>changes of ownership</u>, <u>changes of location</u> and <u>general Entity information</u>.
https://us06web.zoom.us/meeting/register/tZUldO-trzgrHdCoxrvbJn3OC3b5gZ0MbVOg