



October & November 2024

LDOE EARLY CHILDHOOD EDLINK TRAINING SCHEDULE

The following training sessions are available to all providers. For the months of October and November, training sessions are scheduled for **Mondays, Wednesdays, and Fridays (excluding holidays), beginning October 2nd**. See below for specific days and times. All sessions require PRE-registration, so please register early. Same-day registration is fine, up to 30 minutes prior to start time. If there are no registrants, sessions will be cancelled.

The sessions below are for training purposes only. For Edlink support, please see the Edlink 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>.

Mondays beginning October 7th –November 18th

11:45AM-12:45PM

Edlink Account Set-Up/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/tZYvce-qgD8vHdHeWy0KJHgc3RuFmLjP8Xye](https://us06web.zoom.us/join/95132911361?pwd=ZkVkdjZlcUJlTGpScE9lUk9kdzZkdz09)

Wednesdays beginning October 2nd–November 20th

8:30AM-9:30AM

Staff Management and Entity Changes: This session explain how to access, complete and submit changes for your entity. This application includes **changes of license type, changes of ownership, changes of location and general Entity information**. You'll also 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/tZMsdughrjorHtyCDwM3WPSb8wCEx2eoNkc4](https://us06web.zoom.us/join/95132911361?pwd=ZkVkdjZlcUJlTGpScE9lUk9kdzZkdz09)

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/tZwvfuCtpz8jH9LxndWCKPkcFFcAV4sIDL6t](https://us06web.zoom.us/join/95132911361?pwd=ZkVkdjZlcUJlTGpScE9lUk9kdzZkdz09)

Fridays beginning October 4th–November 22nd

8:00AM-9:00AM

Edlink Account Set-Up/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/tZwtfughrz4uEtluPmGQQUXJbQLhZoU9yAEr](https://us06web.zoom.us/join/95132911361?pwd=ZkVkdjZlcUJlTGpScE9lUk9kdzZkdz09)