



April/May 2024

LDOE EARLY CHILDHOOD EDLINK TRAINING SCHEDULE

The following training sessions are available to all providers. For the months of April and May, training sessions are scheduled for **Tuesdays, Thursdays and Fridays (excluding holidays)**. See below for specific days and times. All sessions require PRE-registration for access, so please register early. Same-day registration is fine, up to 15 minutes prior to start time, 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>.

TUESDAY

9:00 AM-10:00 AM

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/tZUvfu2oqjooGtzEOJOU-v64HbPFMHtVKfeZ](https://us06web.zoom.us/join/zoom-join?secret=7890&meetingRef=1234567890)

11:30 AM-12:30 PM

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/tZ0vf-GhpzspGNfeNuRWUMA074R4oO7ZJVnL](https://us06web.zoom.us/join/zoom-join?secret=7890&meetingRef=1234567890)

1:00 PM-1:30 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/tZlkduuprzgqGtWWSCuyfrdYbio_BQ6Ee_a](https://us06web.zoom.us/join/zoom-join?secret=7890&meetingRef=1234567890)

THURSDAY

9:00-10:00AM

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/tZUvfu2oqjooGtzEOJOU-v64HbPFMHtVKfeZ](https://us06web.zoom.us/join/zoom-join?secret=7890&meetingRef=1234567890)

10:00-11:00 AM

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.

[https://us06web.zoom.us/meeting/register/tZwkdeisqT8qGt0dBYWWPwLH_usLr96YajS1](https://us06web.zoom.us/join/zoom-join?secret=7890&meetingRef=1234567890)

FRIDAY

11:30AM-12:30PM

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/tZ0vf-GhpzspGNfeNuRWUMA074R4oO7ZJVnL](https://us06web.zoom.us/join/zoom-join?secret=7890&meetingRef=1234567890)