



LDOE EARLY CHILDHOOD EDLINK TRAINING SCHEDULE December 2024 & January 2025

The following training sessions are available to all providers. For the months of December and January, training sessions are scheduled for **Mondays, Tuesdays, and Fridays (excluding holidays), beginning December 2nd**. See below for specific days and times. All sessions require PRE-registration, so please register early. Same-day registrations are fine, but no less than 30 minutes prior to start time. Due to the nature of the training, sessions will be closed 10 minutes into each session. 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

11:45AM-12:45PM

Edlink Account Set-Up/Site Access Requests: 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/tZMtd-qvqzlvH9cP1wfN7MdQ9EW4YS40EKGT>

1:00 PM-2:00 PM

Completing Licensing 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/tZMkcuCorjliHdCCmjqTM819CnrTn6vfH69H>

TUESDAYS

11:45AM-12:45PM

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/tZctdOuhjrj8iHtFFPhFF8Zd98GwzFmRVO1gv>

FRIDAYS

11:45AM-12:45PM

Edlink Account Set-Up/Site Access Requests: 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/tZMtd-qvqzlvH9cP1wfN7MdQ9EW4YS40EKGT>

1:00 PM-2:00 PM

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