



FEBRUARY/MARCH 2024

LDOE EARLY CHILDHOOD EDLINK TRAINING SCHEDULE

The following training sessions are available to all providers. For the months of **February and March**, training sessions are scheduled for **Mondays, Wednesdays and Fridays only (excluding holidays)**. In Home/Family Home sessions are available upon request. 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 30 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>.

MONDAYS

10:00-11:00 AM

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/j/82370483045?pwd=jiL7N7bhsyajwqvMW7nMsDIWnrcbC3.1>

12:00-1:00 PM

Completing Type I, II, and III New and Renewal Applications: In this session, you'll be provided with instructions for completing Types I, II, and III applications. We'll go through the application, page by page, with emphasis on entering Staff and uploading documents.

<https://us06web.zoom.us/j/82370483045?pwd=jiL7N7bhsyajwqvMW7nMsDIWnrcbC3.1>

WEDNESDAYS

8:00-9:00 AM

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/j/87900570324?pwd=1xEn7ZWqGjfiqgOw8qo51F7GjZzJM9.1>

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/j/87900570324?pwd=1xEn7ZWqGjfiqgOw8qo51F7GjZzJM9.1>

12:00-1:00 PM

Staff Management: In this session, you'll be shown how to add, delete and edit your staff members, outside of the Renewal application.

<https://us06web.zoom.us/j/87900570324?pwd=1xEn7ZWqGjfiqgOw8qo51F7GjZzJM9.1>

FRIDAYS

10:00-11:00 AM

Staff Management: In this session, you'll be shown how to add, delete and edit your staff members, outside of the Renewal application.

<https://us06web.zoom.us/j/87900570324?pwd=1xEn7ZWqGjfiqgOw8qo51F7GjZzJM9.1>

12:00-1:00 PM

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/j/87900570324?pwd=1xEn7ZWqGjfiqgOw8qo51F7GjZzJM9.1>