



## LDOE EARLY CHILDHOOD EDLINK TRAINING SCHEDULE

April 2025

The following training sessions are available to all providers. For the month of April, training sessions are scheduled for **Tuesdays and Thursday, excluding all holidays and State closures, beginning on April 1<sup>st</sup>**. See below for specific 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.

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>.

### **Tuesdays**

[https://us06web.zoom.us/meeting/register/n\\_1bTZJvTrCat6t1qyslKg](https://us06web.zoom.us/meeting/register/n_1bTZJvTrCat6t1qyslKg)

**9:00 AM-9:30 AM**

**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.

**9:30 AM-10:00 AM**

**Edit Entity Changes, Change of Ownership, License, and Location:** In this session, you'll receive instruction on how to request changes to your center or site. This application includes changes of license type, changes of ownership, changes of location and general Entity information. Staff changes are not part of this session.

**10:00 AM-10:30 AM**

**Document Scanning and Uploading for Licensing Applications.** We'll cover using your phones, cameras and scanners for your application requirements. Please have your laptop and scanning device on hand and additional support to assist you, if needed.

### **Thursdays**

[https://us06web.zoom.us/meeting/register/ZdAUL9uNQZK52GK9\\_AB0Ew](https://us06web.zoom.us/meeting/register/ZdAUL9uNQZK52GK9_AB0Ew)

**11:30AM-12:30PM**

**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.