



DECEMBER 2023/JANUARY 2024

LDOE EARLY CHILDHOOD EDLINK TRAINING SCHEDULE

The following training sessions are available to all providers. For the months of December and January, training sessions are scheduled for **Tuesdays and Fridays only (excluding holidays)**. In Home/Family Home sessions are available on Tuesday evenings. See below for specific days and times. All sessions require PRE-registration for access, so please register early. Same-day registration is fine, but spaces are limited.

The sessions below are for training purposes only. For Edlink support, please see the training page for user guides or submit a Support Ticket at <https://edlink.supportsystem.com/open.php>. *Do not use the general Provider Help Desk for Edlink related issues. Please visit the Edlink Training page, at: <https://louisianabelieves.com/early-childhood/edlink-training> to access training videos and training manuals.

Tuesdays

8:30-9:30am AM ←

Accessing 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/tZYtdu2rj4iG9QRdV6Qn9potMauKf_eZiHL

10:00-11:30 AM ←

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/meeting/register/tZMocOGvpjkqGNJM7bmZ_prmlxinFwOL5YkQ

7:00-8:00 PM ←

Completing In Home and Family Home Renewal Applications: In this session, you'll be provided with instructions for completing In Home and Family Home applications. We'll go through the application, page by page, with emphasis on entering Household Members and uploading documents. Access for IH/FH Providers may be addressed, time permitted.

<https://us06web.zoom.us/meeting/register/tZUodOupqDkiH906Y32gaxTTY1Q71M8ujDrq>

Fridays

8:30-9:30 AM ←

Accessing 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/tZMvdOCrjlpH9MPfXsymvNsLi8IDtfxT3h0>

10:00-11:30 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/tZ0kdOyvqT8rEtaNgabGAQ9yHxAwJGmBcX1D>