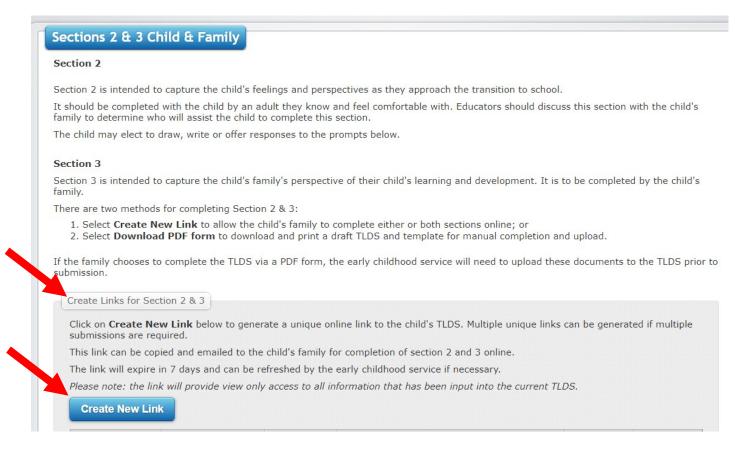


Tip – Section 2 and 3 (For teachers)

The Online TLDS platform has a function in Section 2 and 3 which allows you to create a link for the parents to complete Section 2 and 3 of the statement online too.

1. You will find this "Create Links for Section 2 & 3" area AFTER you complete Section 1. Click **Create New Link**.



2. A hyperlink will be created which looks like the image below.

Create New Lin	nk				
	Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status
8 🖏 👁 前			TLDSDigitalSection23?id=bb772036-	9 Jul 14, 2020	Open







3. You can click on the **LINK** icon in front of the hyperlink to copy the link to clipboard. Or click the link in Step 2 and a new tab should open up in your web browser. **Copy and paste** the link/URL in an email and send it to the child's parents.

Note 1: Each link is specific to the child whose TLDS you are writing, and parents will need to enter their child's date of birth in order to view their child's TLDS and complete sections 2 and 3.

Note 2: Multiple links can be created for the one child, if it has to go to multiple parents, noting that this will mean duplication of some sections (i.e. there will be two copies of section 3 if Mum and Dad complete one each).

	Parent/Guardian	Section	Des file la LIDI	Expiry	
		Completed	Profile's URL	Date	Status
) 🖏 👁 🗊			TLDSDigitalSection23?id=bb772036-9	Jul 14, 2020	Open
TLDS Sections 2	& 3 ×	TLDS Digital Se	ction 2 & 3 × +		
> C	https://training.link	citau.com/TLDSDi	gitalSection23/Login/c586a087-dd7c-4900-9	2d2-74a840c3	ce42
	1				
-					
				_	
		Р	lease enter your child's D.O.B to view this T	LDS	
		D.(D.B		
		d	d/mm/yyyy		
			Sut	omit	







4. If the parents do not complete Section 2 and 3 before the expiry date or they have entered their child's DOB incorrectly 3 times, the status of the link in Step 2 will be **deactivated** like the images below. You can click the **Activate** icon to re-activate the link.

	Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status			
•			…TLDSDigitalSection23?id=bb772036-9	Jul 14, 2020	Deactivated			
•	Deactivate: deactivate Section 2 and 3 hyperlink Refresh: extend the "Expiry Date" for another 7 days View: view Section 2 and 3 Delete: delete the Section 2 and 3 hyperlink and all the content							

5. Click **Yes** to re-activate the link in Step 2.



6. Once the parents complete the statement. The status will be changed to **Completed** like the images below.

	Parent/Guardian	Section Completed	Profile's URL	Exp. y Date	Status
8 🖏 👁 🗊		2, 3	TLDSDigitalSection23?id=bb772036-9	Jul 14, 2020	Completed



