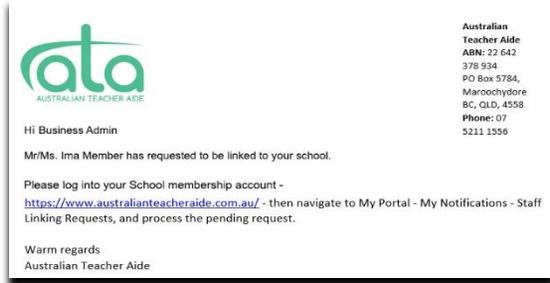




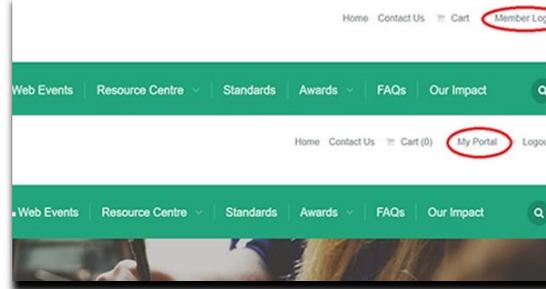
# Approving Staff to Link to your School or Training Organisation Membership Account

Once your staff are linked to your school/training organisation, they will have access to all ATA professional development resources and be able to participate in member-only events

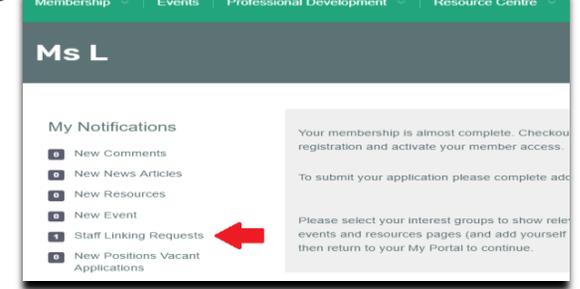
1



2



3



- Send the [staff linking instructions](#) to your team

*\*When staff request to link to the school/training organisation account, you will receive a notification email from ATA*

- Login to your ATA account to process the staff linking request
- Select **My Portal**

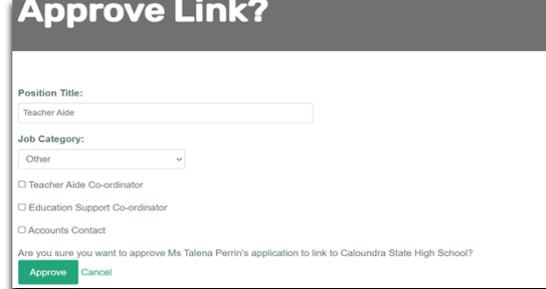
- Select **Staff Linking Requests**

4



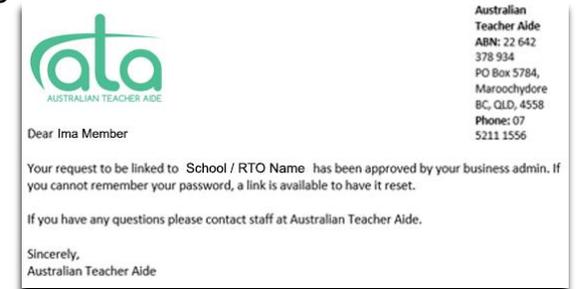
- **Approve/Reject** staff linking request

5



- Enter the **Position Title** of the staff member requesting to be linked eg Teacher Aide, Learning Support Officer etc. You may also enter other details, if applicable. Press '**Approve**'

6



*\*Once the staff linking request is processed, your staff will receive a notification email from ATA advising they have full member access*