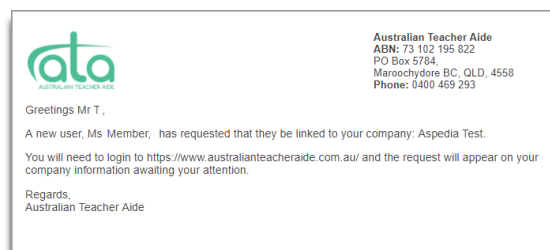




Approving Staff to Link to your School or Training Organisation Membership Account

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

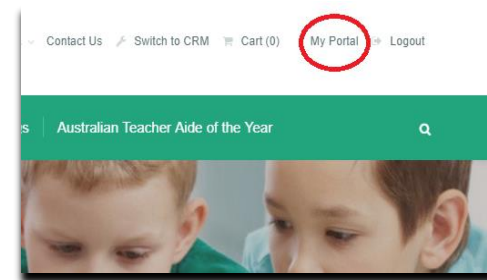
1



2



3



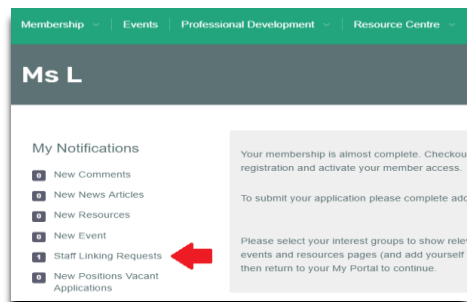
- Send the [staff linking instructions](#) to your team

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

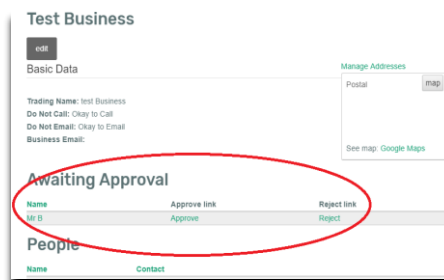
- Login to your ATA account to process the staff linking request

- Select **My Portal**

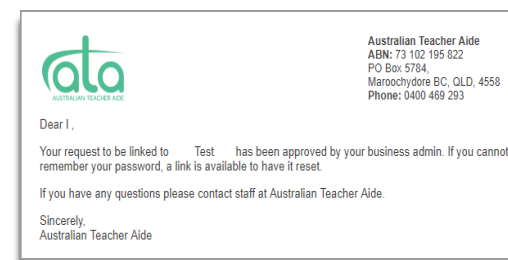
4



5



6



- Select **Staff Linking Requests**

- **Approve/Reject** staff linking request

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

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