PARENT PERMISSION FOR CONTACT LISTS

STEP 1: Please visit SEQTA Engage: https://parent.ascollege.wa.edu.au

STEP 2: Log in and visit “Update Family and Medical Details” option. During the redirection to the College Database you may be prompted to login again.

STEP 3: Click on PARENT CONTACTS in the upper tab
**STEP 4:** You will initially see your details but no other parent’s details on this page.

**STEP 5:** Once you select on any box to share at least one detail, other parents’ information will be presented.

**STEP 6:** Please toggle between contact lists if you have more than one child enrolled by clicking on the names at the right of screen. **For desktop machines with Excel software installed** – You can right click on the list data to expose an export to excel feature.