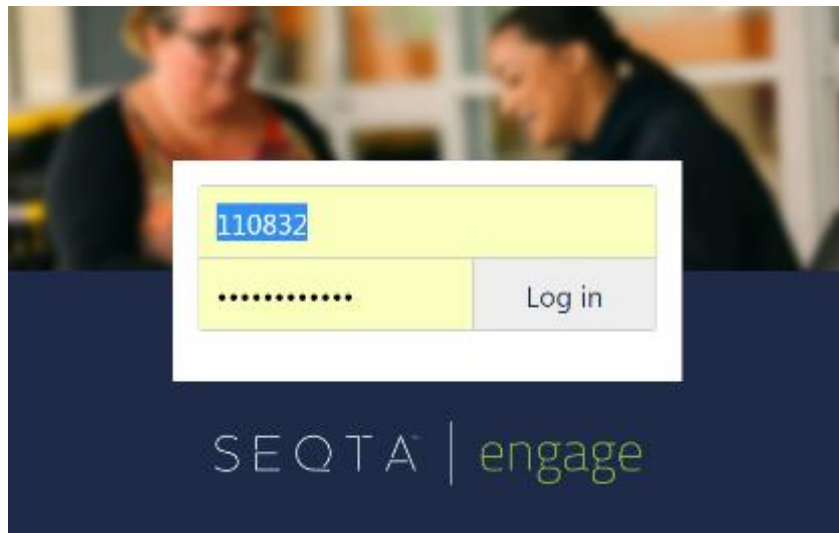


PARENT PERMISSION FOR CONTACT LISTS

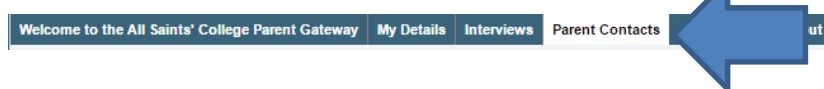
STEP 1: Please visit SEQTA Engage: <https://parent.ascollege.wa.edu.au>



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.

Welcome to the All Saints' College Parent Gateway | **My Details** | Interviews | Parent Contacts | Excursions | Logout

Class Contacts for [Redacted]

Share my contact details with Sam Snowden peer year group

You will only be able to access the Friendship List for the year group once you have shared your contact details. You are not required to share all contact details; however you must share at least one contact method (email, phone(s) and/or address).

Your contact details will remain shared with your child's peer year group until such a time that you elect not to share or your contact details change. Please select the contact details you would like to share.

- If the above details are incorrect, please update your details in the My Details area of this system or contact the College.
- If your contact details change, you will be required to share your information again for your children.

Email

Mobile Phone

Home Phone

Home Address

Student Name	Contact Name	Email Address	Mobile Phone	Home Phone	Home Address

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

Welcome to the All Saints' College Parent Gateway | **My Details** | Interviews | Parent Contacts | Excursions | Logout

Class Contacts for [Redacted]

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Email

Mobile Phone

Home Phone

Home Address

Student Name	Contact Name	Email Address	Mobile Phone	Home Phone	Home Address
A					
A					
A					

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.**

