



# Providing Permissions for College Events

When you are required to provide permissions for an upcoming event, you will receive a notification via the College App and MyMtA. Please see detailed information below which outlines the steps to provide permission.

## STEPS:

1. Click on the **'Links'** tile in the College App and then click on **'MyMtA'**. Or, access MyMtA, by searching <https://mymta.mta.qld.edu.au/>
2. Log into MyMtA using your unique credentials.
3. Choose the **'Permissions & Reports'** tile on the Dashboard Homepage.
4. See graphics below that specify how to provide parent/carer permission for College events.



- 1 Under 'My Children' click on 'more'.**  
*Note: if you have more than one child enrolled at the College, choose the child you are wanting to provide permissions for.*
- 2 Under the 'EVENTS' section click on the relevant event you need to provide permissions for.**
- 3 Click the 'APPROVE' or 'DENY' button to confirm your permission.**

**Note:** If you need to update your child's personal and/or medical details you can do so via the **'View/Edit'** button under **'My Children'**

