



How to complete the census

1 Log in at my.qct.edu.au

Enter the school's user name provided in the census email to access your school's myQCT account. There is a 'Forgot Login Details' facility, should you need to reset your password.

Click on **Update your school's list of teachers** (You can also use the **Menu** ☰ and select 'Teachers based at school'.)

2 Agree to privacy

The Queensland College of Teachers (QCT) has obligations under the *Information Privacy Act 2009* to keep personal information secure. You have been given a username to assist the QCT to make appropriate amendments to the data held by the QCT and to ensure that teachers' personal information is accurate. Please take all reasonable steps to ensure you will not use or disclose the information for any purpose other than the purpose for which the information was disclosed. For more information please refer to the privacy guidelines, available on the Office of the Information Commissioner Website.


I AGREE

3 Remove teachers

 Remove teachers who have **retired, resigned**, been **transferred** or are on extended periods of **leave for more than 12 months**.

Note: Teachers who are on long service leave, sick or extended leave but will return within 12 months should not be removed.

4 Add teachers


 Search for and add teachers at your school (**except casual/supply teachers**)

Note: A teacher with a number of contracts at different schools should be listed at the school to which their permanent/substantive position is attached or the school in which the majority of their teaching duties are performed.

Search the register

If you cannot find a person, search for any former names. If the search results in two or more teachers with the same name, double check which of them has your teacher's date of birth and registration number.

Add correctly identified teachers 

For any teachers not found in your search, add as an 'unidentified teacher'  **UNIDENTIFIED TEACHER**

5 Submit

When finished press the 'Submit census return' button

 **SUBMIT CENSUS RETURN**

CENSUS 2021 | 24-26 March

