



2020 Student Residential Address and Other Information Collection User Guide

Who should read this guide and why?

This user guide is to assist Approved Authorities to complete the 2020 Student Residential Address and Other Information Collection (Address Collection) in SchoolsHUB.

The data that is collected is used to inform Commonwealth school education funding and policy.

To apply for SchoolsHUB access, read this user guide in conjunction with the [SchoolsHUB Access Guides](#). Guides are available for new users or recent SEP users.

What does this guide help me do?

This step-by-step guide assists you to:

- access the Address Collection in SchoolsHUB
- enter data manually
- use the Upload Data File Template to enter data for a large number of students
- validate addresses, correct data errors and respond to warning messages
- declare the Address Collection data in SchoolsHUB
- produce reports about entered data.

What role do I need?

Before you can begin reporting, you will need access to the SchoolsHUB website. The level of access you will require are as follows:

- to enter data you will need Data Reporter, Data Declarer or Authority Representative access at the Approver Authority level
- to declare data you will need Data Declarer or Authorised Representative access at the Approved Authority level.

For information on SchoolsHUB registration and access, visit [SchoolsHUB help and support](#).

Changes from the last Address Collection?

The collection is available in the new SchoolsHUB from 2020.

Help and support information is available through the Address Collection help page. This includes the Upload Data File Template (for reporting large numbers of students), Upload Data File Technical Specifications and Guide to Reporting Students and Parents for the purposes of the collection.

Key changes in SchoolsHUB include:

- A revised format for address fields. To simplify reporting and accommodate a broader range of address types, the new fields are:
 - Address Line 1
 - Address Line 2 (optional)
 - Suburb/City
 - State/Territory
 - Postcode
- A new [Upload Data File Template](#). The template is in excel format and converts data to XML format for upload. The template is recommended for reporting large numbers of students (for example, more than ten students). See the [Upload Data File Template Technical Specifications](#) for further information.
- New data quality checks (or 'warnings'). These checks will reduce the need for the department to contact schools after completing the collection to verify the data.
- New address validation requirements. For each location, at least 95 per cent of student addresses and 95 per cent of parent/guardian addresses must be valid for data to be submitted.

Address Collection Eligibility

Information about which students and parents/guardians to include in the collection is in the [Guide to reporting Students and Parents/Guardians](#) factsheet.

SchoolsHUB system timeout

For security purposes, there is a 20 minute inactivity time limit in SchoolsHUB.

If you sign in to SchoolsHUB and do not use the system for over 20 minutes, SchoolsHUB will automatically sign you out of your account. Any unsaved information entered before the sign out will be lost. We recommend that you save entered data regularly.

Address Collection help and support

Need more help?

Help is available throughout the collection in SchoolsHUB through the Help (?) icons. Information relates directly to that question or section.

For further assistance, within every (?) icon you will find a link to:

- The [Address Collection help and support page](#) (opens in the same window)
- Submit a [support request](#) (opens in a new window)
- The SchoolsHUB helpdesk phone number

You can contact the Address Collection Helpdesk directly by email at seshelpdesk@dese.gov.au, or by phone at [1800 677 027](tel:1800677027) (Option 4).

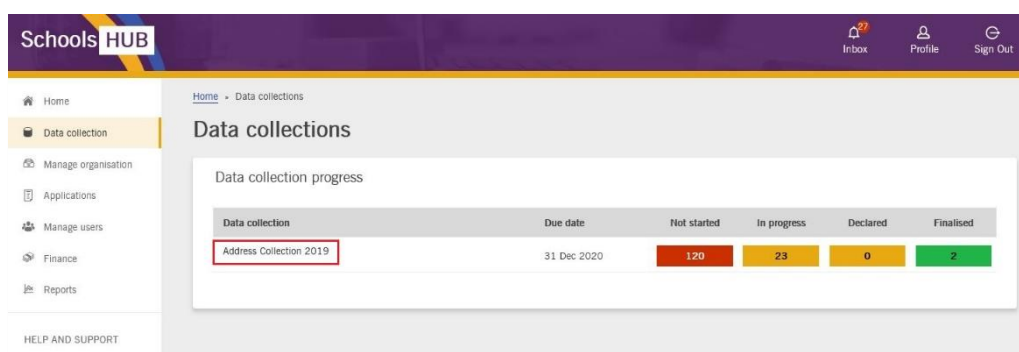
For privacy reasons, do not send personal information (including names and addresses) relating to students or parents/guardians to the department outside of the SchoolsHUB Address Collection tool.

Accessing the 2020 Address Collection in SchoolsHUB

To access the Address Collection, follow these 3 steps

Step 1: Sign in to SchoolsHUB using your email or username and password.

Step 2: On your user dashboard is the **Data Collection** progress table. This table outlines the collections you have access to, the collections due date and the collections progress status. To access the Address Collection, click on the **Address Collection** data collection.

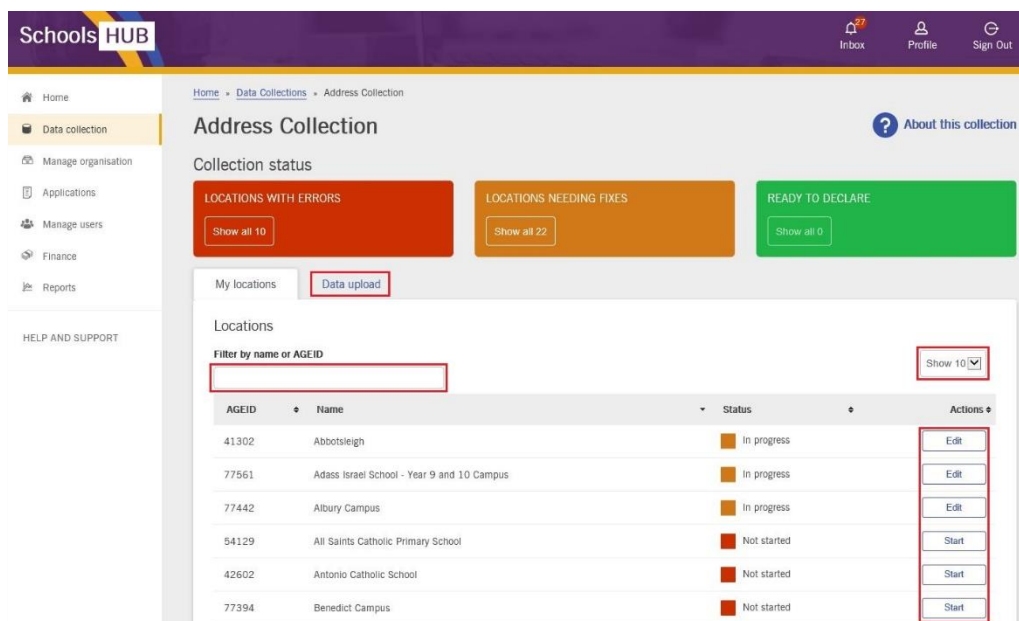


The screenshot shows the 'Data collections' page in SchoolsHUB. A table titled 'Data collection progress' lists the 'Address Collection 2019'. The table has columns for 'Data collection', 'Due date', 'Not started', 'In progress', 'Declared', and 'Finalised'. The 'Address Collection 2019' row shows a due date of '31 Dec 2020' and progress counts of 120 Not started, 23 In progress, 0 Declared, and 2 Finalised. The 'Address Collection 2019' text in the first column is highlighted with a red box.

Data collection	Due date	Not started	In progress	Declared	Finalised
Address Collection 2019	31 Dec 2020	120	23	0	2

Organisations linked to your user account will be listed by:

- Name of organisation – Location AGEID and Title
- Status- not started, in progress, pending declaration, declared (sent to department), and finalised (accepted by the department)
- Action – Start, Edit, Declare, and Summary



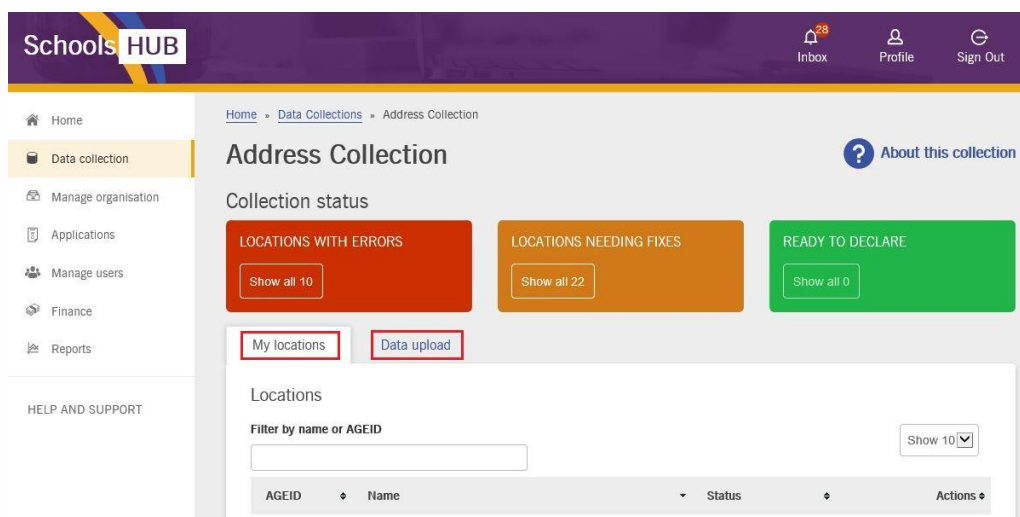
The screenshot shows the 'Address Collection' page in SchoolsHUB. It features a 'Collection status' section with three buttons: 'LOCATIONS WITH ERRORS' (Show all 10), 'LOCATIONS NEEDING FIXES' (Show all 22), and 'READY TO DECLARE' (Show all 0). Below this is a 'My locations' section with a 'Data upload' button. A table titled 'Locations' lists various schools with columns for 'AGEID', 'Name', 'Status', and 'Actions'. The 'Show 10' dropdown is highlighted with a red box, and the 'Edit' and 'Start' buttons in the 'Actions' column are also highlighted with red boxes.

AGEID	Name	Status	Actions
41302	Abbotsleigh	In progress	Edit
77561	Adass Israel School - Year 9 and 10 Campus	In progress	Edit
77442	Albury Campus	In progress	Edit
54129	All Saints Catholic Primary School	Not started	Start
42602	Antonio Catholic School	Not started	Start
77394	Benedict Campus	Not started	Start

Entering school data for the Address Collection

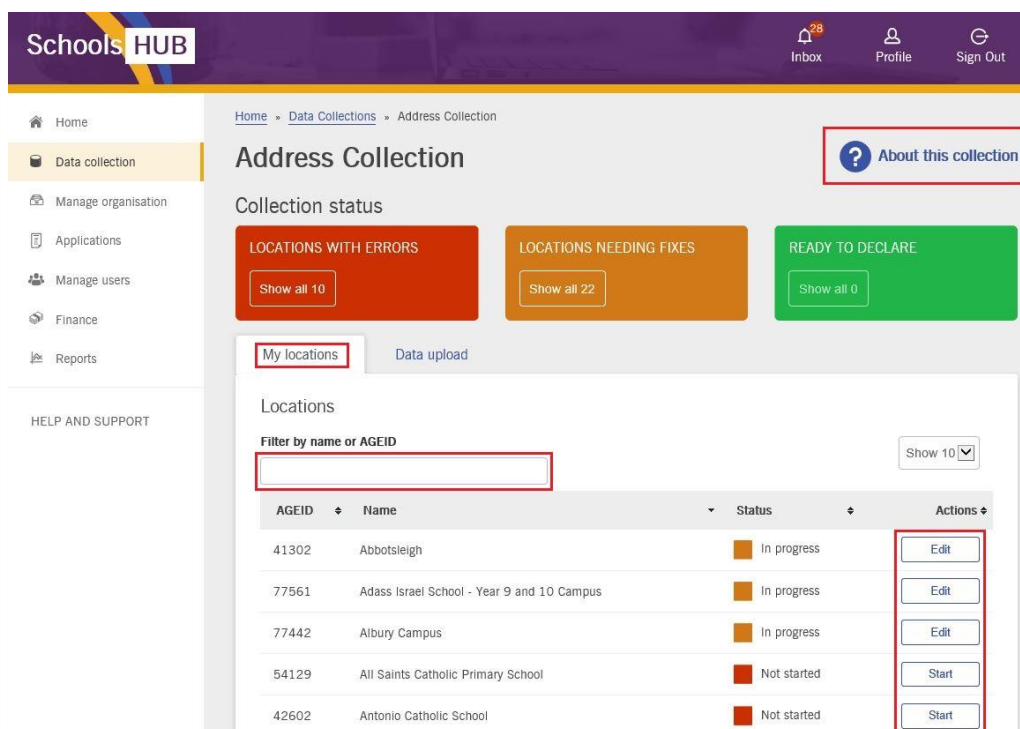
The Address Collection has two options for submitting data.

1. [My locations](#) provides the option to manually input data for all the organisations linked to your account.
2. [Data upload](#) provides the option to upload an XML file which will report collectively for all the organisations linked to your account.



Manual Data Entry using 'My locations'

To start, select the organisation you wish to report on and click **Edit**.



Section 1: Contacts

The Contacts section asks you to confirm who the primary contact for the Address Collection is. You can either select yes and your user account details will be prefilled, or you can nominate someone else from your organisation by filling in their details accordingly. To continue, click **Save & Next**.

Schools HUB | Address Collection 2019 | In progress: School Name (AGEID)

1. Contacts

Before you begin

This is the workflow for entering data **at the student level**. It is most suitable for editing one record at a time or adding students with unusual circumstances. If you prefer to upload multiple records with a single data file, the [upload data](#) section contains an XLS template.

Are you the primary contact for this collection?

Use your own details or nominate someone else from your organisation

☐ Yes ☐ No

Email address
test@tel.com

Given name (first name)
John

Surname (last name)
Black

Position (optional)
Principal

Phone number
02 6000 0000

Buttons: Cancel, Save & Exit, **Save & Next**

Section 2: Getting Started

The Getting Started section asks contextual questions about your organisation. This will influence what information you will need to provide. To continue, click **Save & Next**.

Reminder: You must provide information in sections 1 and 2 before you can continue to section 3 (Enter Data). You will not be able to progress to section 3 if you miss a question.

Schools HUB | Address Collection 2019 | In progress: School Name (AGEID)

2. Getting started

Are you reporting any boarding students?

☐ Yes ☐ No

What is the education level of this location?

☐ Primary ☐ Secondary ☐ Combined

Buttons: Previous, Save & Exit, **Save & Next**

Section 3: Enter Data

The Enter Data section allows you to manually add data for one student at a time.

The screenshot shows a web form titled 'Student details' with a dropdown menu and a help icon. The form contains the following fields and options:

- Student Record Number (SRN):** A text input field.
- Education level:** Two radio button options: 'Primary' and 'Secondary'.
- Type:** Two radio button options: 'Day' and 'Boarding'.
- Unusual circumstance:** A checkbox.
- What is the student's residential address?** A text input field with a hint: 'Start typing (minimum 3 characters) then select from the list.'
- Address line 2 (optional):** A text input field.
- Suburb / city:** A text input field.
- State or territory:** A dropdown menu with the text '-- Select state or territory --' and a checkmark icon.
- Postcode:** A text input field.
- Footer:** A link that says 'Can't find your address? Click here to find it on the map.'

Step 1: A Student Record Number (SRN) is required for each entry.

In this collection, the department does not collect student names. Schools generate an SRN to use as a reference for each record (student and associated parent information).

The SRN is an unidentifiable number and is only used for this data collection. It must be:

- a numeric value (numbers only, no letters)
- a maximum of 25 characters
- used for the purpose of this collection only (for example, not a student number allocated by your state/territory department of education).

Step 2: Education Level – select if the student you are reporting is a primary or secondary student.

Step 3: Type – select if the student is a day student or a boarding student.

Step 4: Enter address – enter an Australian residential address for the student. As you type in the 'What is the student's residential address?' box, address suggestions will appear. Select a suggestion if it is correct. This will populate all of the address fields so you do not need to type the full address.

If there is no Australian residential address for the student, check the unusual circumstances box.

If you are unsure what unusual circumstances are, read the [Guide to reporting Students and Parents/Guardians](#) factsheet, which includes a section on unusual circumstances.

Step 5: Enter details for Parent or guardian 1.

Click on the 'Parent or guardian 1' tab.

Enter the first and last name of Parent or guardian 1. You can also enter a preferred name (optional).

Select Yes or No to indicate whether Parent or guardian 1's address is the same as the address reported for the student. If Yes, you will not need to enter the address again. If No, the address fields will display so you can enter Parent or guardian 1's address.

If there is no Australian residential address for Parent or guardian 1, check the unusual circumstances box. You will not need to enter a name or address. For more information about unusual circumstances, read the [Guide to reporting Students and Parents/Guardians](#) factsheet.

Step 6: Enter details for Parent or guardian 2.

Click on the 'Parent or guardian 2' tab.

Select Yes if you are reporting a second parent/guardian for the student.

Enter the first and last name of Parent or guardian 2. You can also enter a preferred name (optional).

Select Yes or No to indicate whether Parent or guardian 2's address is the same as the address reported for the student. If Yes, you will not need to enter the address again. If No, the address fields will display and so you can enter Parent or guardian 2's address.

If there is no Australian residential address for Parent or guardian 2, check the unusual circumstances box. You will not need to enter a name or address. For more information about unusual circumstances, read the [Guide to reporting Students and Parents/Guardians](#) factsheet.

If you select No to indicate you are not reporting a second parent/guardian, the name and address fields will not display and you do not provide further information in this tab.

Step 7: Save the student and parent/guardian information.

Select 'Save and Next' to save the information and add another student.

Select 'Save and Exit' to save the information and return to the 'Enter Data' summary page.

Step 8: When data has been entered for all students and parents/guardians, check the address validations and fix addresses as needed. Select hyperlink to view detailed instructions for [address validations](#).

Section 4: Review

Step 1: Review data errors and warnings before it is submitted.

Select hyperlink to view detailed instructions for [errors and warnings](#).

Step 2: Review data summary and reports before it is submitted.

Select hyperlink to view detailed instructions for [data summary and reports](#).

Section 5: Declaration

Step 1: Declare data as true and correct.

Select hyperlink to view detailed instructions for [declaring](#) data.

Data upload

The Upload Data File Template requires you to enter the same information as for manual data entry. It enables you to upload the data for more than one student at a time. It is recommended that schools reporting more than 10 student use the template.

You can include information for multiple locations (schools and campuses) in the same template.

Do not include more than 20,000 rows of data (20,000 students and their associated parents/guardians) in the same template. If you are reporting information for a large number of students and/or locations, you can split the information across multiple templates.

Reminder: To use the Upload Data File Template you will need to enable the use of macros.

Entering data and generating an XML file

Step 1: Go to the Address Collection [SchoolsHUB help and support](#) page.

Step 2: Download the Upload Data File Template. The template is an excel file that uses macros to generate an XML file for upload.

Step 3: Follow the instructions in the Upload Data File Technical Specifications to fill in the template and generate an XML file.

Note: Records where unusual circumstances apply for the student and/or Parent or guardian 1 cannot be included in the template. These records must be deleted from the template and added using [manual data entry](#). For more information about unusual circumstances, read the [Guide to reporting Students and Parents/Guardians](#) factsheet.

Upload the XML file

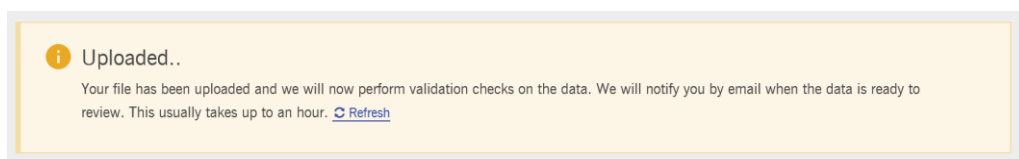
Step 1: Select the 'Data upload' tab on the Address Collection homepage in SchoolsHUB.

Step 2: Upload the XML file using either the 'replace' or 'append' function.

The screenshot shows the 'Address Collection' page in SchoolsHUB. The top navigation bar includes 'Home', 'Data Collections', and 'Address Collection'. The left sidebar lists various management options. The main content area is titled 'Address Collection' and shows 'Collection status' with three boxes: 'LOCATIONS WITH ERRORS' (10), 'LOCATIONS NEEDING FIXES' (22), and 'READY TO DECLARE' (0). Below this, the 'Data upload' tab is selected. The 'Upload data file' section asks 'Replace or append existing data?' and provides 'Replace' and 'Append' buttons. A file input field with a 'Browse' button and an 'Upload' button are also present. A 'How to upload data' box on the right lists four steps: 1. Download the latest 'blank XLSM template (230 KB XLSM)', 2. Enter data into the template then export an XML file, 3. Browse for your XML file then upload the file, and 4. Follow the prompts for completing the collection. A 'More information' link is also provided.

- Replace – use 'replace' to upload information for the first time, or to delete all existing address records for a location(s) and replace with records from an XML file.
- Append – use 'append' to keep existing uploaded records and add records from a new XML file.

Select 'Browse' to search for the XML file you would like to upload. When the file is displayed, click on 'Upload'. If the upload is successful you will see this message:



Note: Upload processing time may vary. The nominated contact for the Address Collection will receive an email notification when the data is ready to review. If email notification is not received within one hour, contact the SES Helpdesk for assistance. Do not try to re-upload the file.

Step 3: Correct template errors (if needed).

Validations are done during the XML upload to ensure the template is correctly formatted and required fields have been entered. If there are errors in the template, an error message will show the relevant SRN or Location ID number and a description of the error.

You will need to correct the errors in the template and upload the file.

Step 4: View the location information.

When you have received email confirmation the upload has been processed, log-in to SchoolsHUB and go to the Address Collection dashboard.

If there are locations with errors, click on the box to view a summary of the errors for each location.

If there are a large number of similar errors, it may be easier to fix them in the template and upload a new XML file (using 'replace').

Note: If you fix addresses first and then decide to re-upload your template, you will lose your address fixes.

Step 5: Check the address validations and [fix addresses](#) if needed.

Step 6: [Review data](#) before it is submitted.

Step 7: [Declare data](#).

Address validation

When data has been entered either manually or through bulk upload, the student and parent/guardian addresses are checked against an address database (the Geocoded National Address File, or G-NAF).

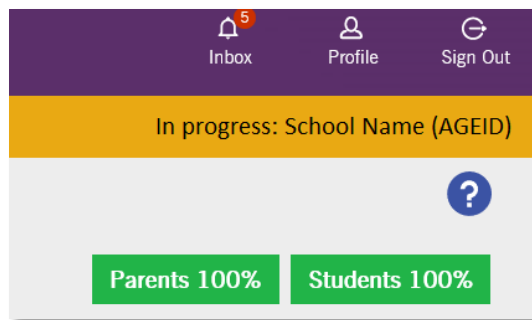
View the status of addresses by navigating to **section 3. Enter Data**.

To see address validation information for multiple locations at once, navigate to the Address Collection dashboard then select 'Locations needing fixes'.

Addresses are marked as valid (green tick) if it matches to a G-NAF address, and invalid (red cross) if it has not been matched.

Valid Address	
Invalid Address	

For each location (school or campus), at least 95 per cent of student addresses and 95 per cent of parent/guardian addresses must be valid for the data to be submitted.



The Guide to Validating and Pinning Addresses on the [Address Collection Help and Support page](#) includes more detailed advice about the address validation process works and how you can ensure you have the information needed to validate an address.

Fix addresses

Invalid addresses that need fixing display in a box at the top of the **Section 3. Enter data** page.

3. Enter data

The minimum address validity score for parent addresses is **40%**.
The minimum address validity score for student addresses is **80%**.

[Add students manually](#) **Parents 50%** **Students 40%**

(3) addresses to fix

Invalid address	Suggested address	Actions
50 marcus clarke st, canberra, ACT, 2600	Multiple suggestions, please edit	Edit
53 marcus clarke st, canberra, ACT, 2600	No suggestions, please edit	Edit

Student records

Start typing to filter [Show 10](#)

Status	SRN	Student address	Parent 1	Same address	Parent 2	Same address	Actions
✖	6554542241	53 marcus clarke st, canberra, ACT 2600	ads adhf (xcbrhj)	Yes	(n/a)	(n/a)	Edit
✔	6554542231	5 Veda Ct, Templestowe, VIC 3106	sew gh (testgh)	Yes	(n/a)	(n/a)	Edit

Previous [1](#) Next

Showing 1 to 5 of 5 entries

[Previous](#) [Save & Exit](#) [Save & Next](#)

There are number of ways to fix invalid addresses in SchoolsHUB so they become valid.

Edit the address

Change the address information if it is has been incorrectly entered in SchoolsHUB.

Click 'Edit' next to the address in either the 'Invalid address' table or 'Student records' table. This opens the manual data entry page so you can edit the address.

When you have finished editing the record, click 'Apply' then 'Save and Exit' for the changes to be saved.

Accept a suggested address

SchoolsHUB may suggest a single or multiple addresses if there is a close match in G-NAF.

If you are satisfied a single address is correct, click 'Accept'.

To view multiple address suggestions, click 'Edit'. If you are satisfied one of the suggestions is correct, click 'Accept' next to that suggested address.

Note: Accepting and saving an address suggestion will update any other instances of that same address for the location (for example, if there are siblings with the same address).

Accept all suggestions

Use this function if there are multiple invalid addresses that each have a single address suggestion. If you are satisfied all address suggestions are correct, go to the last entry in the 'addresses to fix' box and select 'Accept all suggestions'.

This will change all invalid addresses that only have one suggested address.

Note: Any invalid addresses with multiple suggestions will need to be edited individually.

Pin an address

SchoolsHUB will not suggest an address if there is no close match in G-NAF.

You can 'pin' these addresses by marking the location of the address on a map. The latitude and longitude of the address is stored and the address is marked as valid.

Using the map function

Step 1: Click the 'Edit' button next to an invalid address, then select 'Edit address' on the next page. This will open the manual data entry page for the record.

Step 2: Select the link labelled 'Can't find your address? Click here to find it on the map'. A map display will open. You can choose either a map view or satellite view.

Step 3: Use the search box at the top of the map to search for the address (or another nearby location). The marker position will move to the centre of a part of the address that is recognised by the address database (for example, a street or suburb).

Step 4: Click and drag the marker to move its position. Use the plus button on the map to zoom in, or the minus button to zoom out.

Step 5: When you have found the location of the residence, click the location on the map to set the marker. The latitude and longitude of the location will be displayed beneath the map.

Step 6: Click the 'Save and Exit' button to save the location information.

Note: 'Pinning' an address will update any other instances of that same address for the location (for example, if there are siblings with the same address).

Finished fixing addresses

When you have finished fixing addresses, click **Save & Next** on the **Section 3. Enter data** page to continue.

Review data

Section 4: Review prompts you to review your data and correct errors before submitting the data.

There are two parts to this section.

4a. Errors and Warnings

SchoolsHUB has built in data validations to help ensure your data is correct.

SchoolsHUB

Address Collection 2019

In progress : School Name (AGEID)

1. Contacts
2. Getting started
3. Enter data
4. Review
a. Errors and warnings
b. Review data
5. Declaration

HELP AND SUPPORT

4. Errors and warnings

Errors

Code	Error	Action
ER-012	The Education Level for SRN 6554542241 has been reported as Primary however the 'Getting Started' page shows this location is only for Secondary students. Please edit the data or update the response to this question on the 'Getting Started' page.	Edit
ER-012	The Education Level for SRN 6554542221 has been reported as Primary however the 'Getting Started' page shows this location is only for Secondary students. Please edit the data or update the response to this question on the 'Getting Started' page.	Edit

Warnings

Please correct the fields below by editing the data or providing a detailed explanation.

Warning	Response
The number of parents/guardians compared to the number of students is low 1.2. This means you have provided less than two parent/guardian records for a large number of students.	<input type="checkbox"/> Please check and confirm that this is correct. Please check your data and edit it or confirm that it is correct.

General comments relating to the data collection (optional)

Previous Save & Exit Save & Next

Errors

Errors will display if a problem is detected with the data that must be corrected. Errors displayed in the section will generally be from bulk uploads.

To fix an error click 'Edit' next to the listing in the error message. This will take you to the record which contains the error.

Warnings

Warnings are a prompt to check your data. They are triggered by factors the department has found may indicate there is a problem with the data, but which do not necessarily mean the data is incorrect.

For each warning, you will need to either check the box to indicate the data is correct, or change the data in order to progress to the next section. To change the data, select 'Previous'. This will take you back to **section 3. Enter data.**

For some types of warning, if the data is correct you will also need to provide an explanation (at least 11 characters long) in a text box.

Schools HUB

Inbox

Profile

Sign Out

Address Collection 2019

In progress : School Name (AGEID)

1. Contacts

2. Getting started

3. Enter data

4. Review

Errors and warnings

Review data

5. Declaration

HELP AND SUPPORT

4. Errors and warnings

Errors

Code	Error	Action
ER-012	The 'Education Level' for SRN 6554542241 has been reported as Primary however the 'Getting Started' page shows this location is only for Secondary students. Please edit the data or update the response to this question on the 'Getting Started' page.	<div>Edit</div>
ER-012	The 'Education Level' for SRN 6554542221 has been reported as Primary however the 'Getting Started' page shows this location is only for Secondary students. Please edit the data or update the response to this question on the 'Getting Started' page.	<div>Edit</div>

Warnings

Please correct the fields below by editing the data or providing a detailed explanation.

Warning	Response
The number of parents/guardians compared to the number of students is low 1:2. This means you have provided less than two parent/guardian records for a large number of students. Please check your data and edit it or confirm that it is correct.	<div></div> Please check and confirm that this is correct.

General comments relating to the data collection (optional)

Previous

Save & Exit

Save & Next

All errors and warnings must be addressed before the Address Collection can be submitted.

When all errors and warnings have been addressed, click Save & Next.

4b. Review Data

Use this page to check the accuracy of the Address Collection data before declaring, and select the person who will declare the data.

Schools HUB

Inbox

Profile

Sign Out

Address Collection 2019

In progress: School Name (AGEID)

1. Contacts

2. Getting started

3. Enter data

4. Review

Errors and warnings

Review data

5. Declaration

HELP AND SUPPORT

4. Review data

Download

Report formats (open in a new window)

Summary of data entered	<div>PDF</div> <div>XLS</div>
Detailed report - data entered	<div>XLS</div>

Summary of data entered

Type	Students	Parents
Records with valid addresses (including pinned)	4	6
Records with invalid addresses	0	0
Unusual circumstances	1	0
Total records	5	6
Valid address score	80%	100%

Data declarer

Select the authorised person to declare your data.

testernie testernie

Previous

Save & Exit

Save & Next

Downloads

The 'Download' table has two reports.

The 'Summary of data entered' report includes the information in the 'Summary of data entered' table shown on the page. The report also includes any warnings and the responses entered for these.

The 'Detailed report- data entered' includes all data entered for a location. For each address, it shows the validity status, latitude and

Data declarer

Select the authorised person to declare your data. Multiple options may be available depending on the organisation access.

If you have selected another person, click **Submit for declaration**

If you are the authorised person, click **Save & Next**.

Declare data

Section 5: Declaration requires the authorised person to make a declaration about the information provided. The declaration includes confirming that the Statement of Addresses Collection Notice has been provided to the parents or legal guardians of each student for whom a record has been submitted.

Schools HUB | Address Collection 2019 | In progress: School Name (AGEID)

1. Contacts
2. Getting started
3. Enter data
4. Review
5. Declaration

5. Declaration

Download | **Report formats** (open in a new window)

Report	PDF	XLS
Summary of data entered	Download	Download
Detailed report - data entered	Download	Download

Summary of data entered

Type	Students	Parents
Records with valid addresses (including pinned)	4	6
Records with invalid addresses	0	0
Unusual circumstances	1	0
Total records	5	6
Valid address score	80%	100%

In submitting this Student Residential Address and Other Information Collection information on behalf of **Adass Israel School - Year 9 and 10 Campus: 77561**, I declare that the information provided herein is, to the best of my knowledge, true and correct. In particular:

- a student record has been submitted for all students eligible for this collection;
- the student addresses submitted are the residential addresses of the eligible students enrolled at the school;
- names and addresses of parents and/or guardians have been submitted for all student records where possible; and
- the Statement of Addresses Collection Notice has been provided to the parents or legal guardians of each student for whom a record has been submitted.

I understand that the Department will use the information provided herein for the purposes of calculating needs-based funding for schools and policy analysis and development.

I understand that the Department may use or disclose the information in accordance with the Australian Education Regulation 2013 or where it is otherwise required or authorised by law.

I understand that giving false or misleading information to the Commonwealth is a serious offence and I may be prosecuted under Section 137.1 of the Criminal Code Act 1995.

Name: **testernie testernie**

Save & Exit | **Declare Data Collection**

Step 1: Check the information to be submitted using the reports in the 'Downloads' table.

The 'Summary of data entered' report includes the information in the 'Summary of data entered' table shown on the page. The report also includes any warnings and the responses entered for these.

The 'Detailed report- data entered' includes all data entered for a location. For each address, it shows the validity status. For valid addresses, the latitude and longitude, and the statistical area in which the address is located will be shown.

Step 2: Read the declaration text carefully.

Step 3: When you are satisfied the conditions set out in the declaration text have been met, click **Declare Data Collection**.