



# LTS Education Performance

*Supporting Schools through Data Analysis, Data Collection and Guidance*

## **Providing COLLECT School Workforce Access to the Performance Team**

The Performance Team already has a COLLECT account for most academies for the purposes of administering the school census. To provide access to the school workforce census please follow the steps below:

- The approver (administrator) for the school needs to log into the DfE Sign-In service <https://services.signin.education.gov.uk/>
- Click on Manage Users at the top of the screen
- Click on the Leics LA user account
- Select COLLECT under the Service heading
- Tick the School Workforce box
- Click Save
- Review the changes and click save