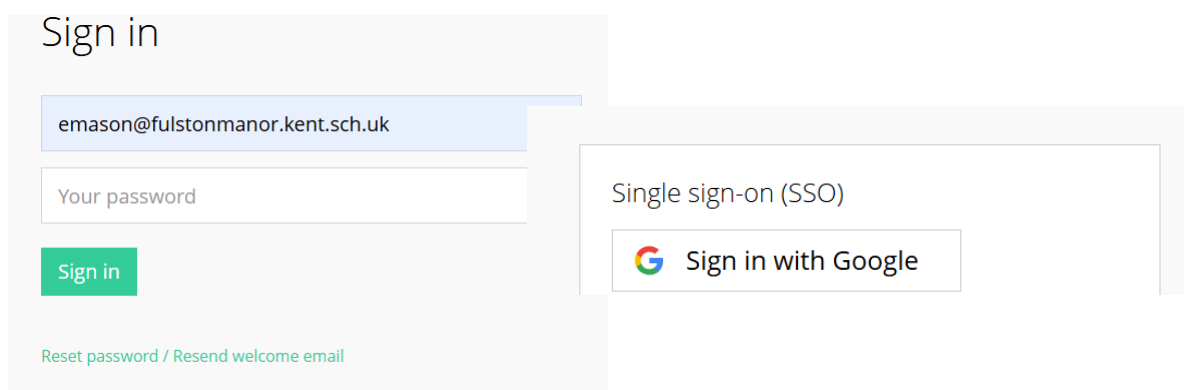


# How do I add a placement on Unifrog?

1. Login to your Unifrog account, you can use your Google School Login, if they cannot remember their Unifrog password.



Sign in

emason@fulstonmanor.kent.sch.uk

Your password

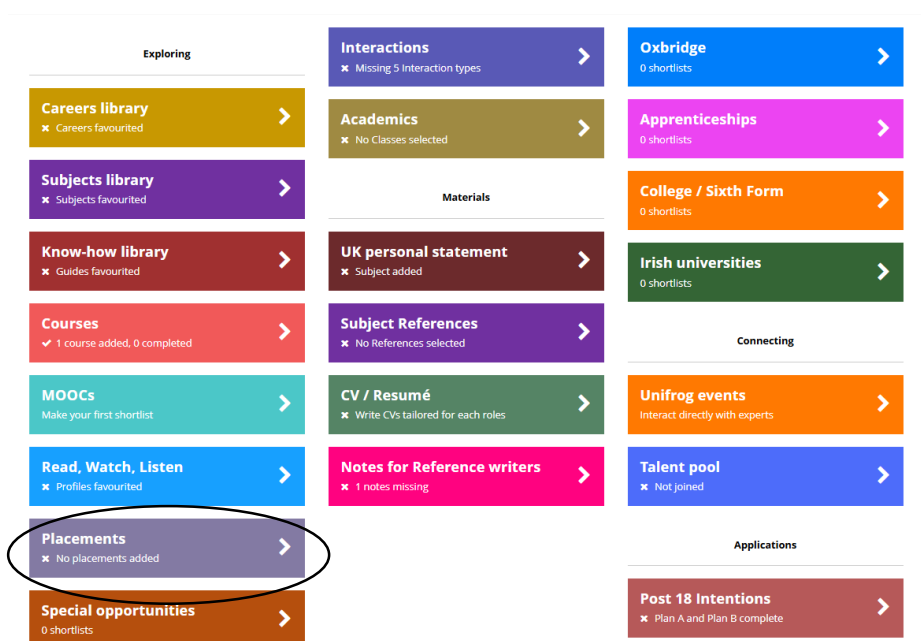
Sign in

Reset password / Resend welcome email

Single sign-on (SSO)

Sign in with Google

2. Once logged in, head to the 'Placements' Tool at towards the bottom of the page



Exploring

- Careers library
- Subjects library
- Know-how library
- Courses
- MOOCs
- Read, Watch, Listen
- Placements**
- Special opportunities

Interactions

- Academics
- Materials
- UK personal statement
- Subject References
- CV / Resumé
- Notes for Reference writers

Oxbridge

- Apprenticeships
- College / Sixth Form
- Irish universities

Connecting

- Unifrog events
- Talent pool

Applications

- Post 18 Intentions

3. Select 'Add new placement'



## 0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

+ Add new placement

4. Type in the details (it is very important all email addresses entered are correct!) and then click 'Add Placement'

Form finished?  mark this form as finished and notify employer to fill in their initial form

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

Add placement or cancel changes