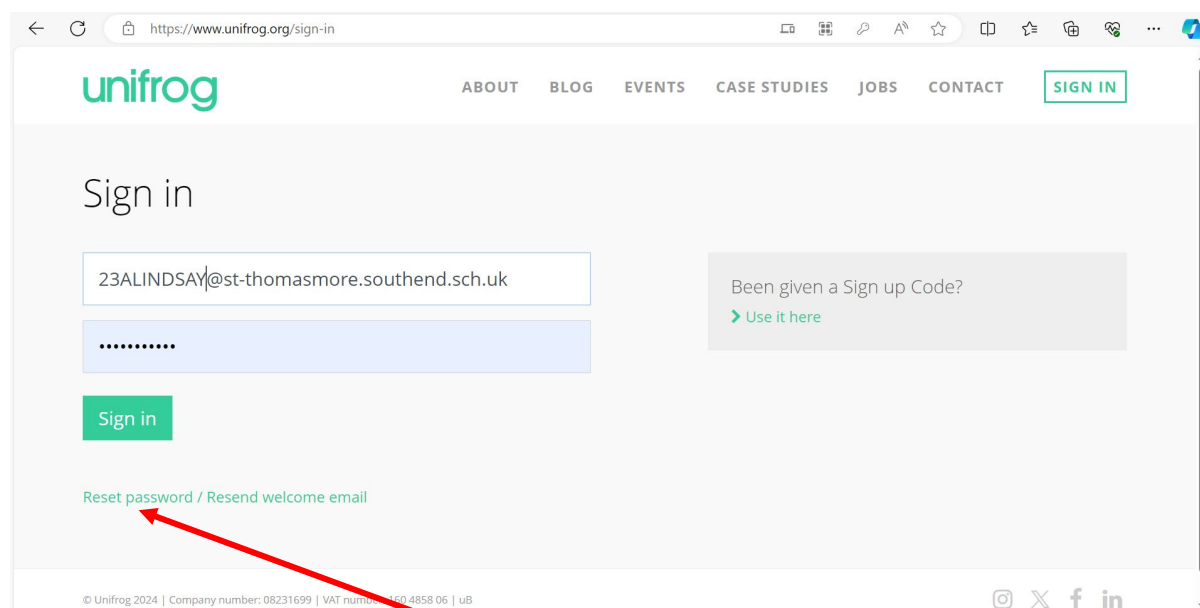


## How to add a placement onto Unifrog

Once you have found your placement you will need to add it onto unifrog.

All students should have a log in from before – please contact Mrs Lindsay [alindsay@st-thomasmore.southend.sch.uk](mailto:alindsay@st-thomasmore.southend.sch.uk) if you have not or got any queries.

[Sign In - Unifrog](#) – click on this link and then you should come to the scree below



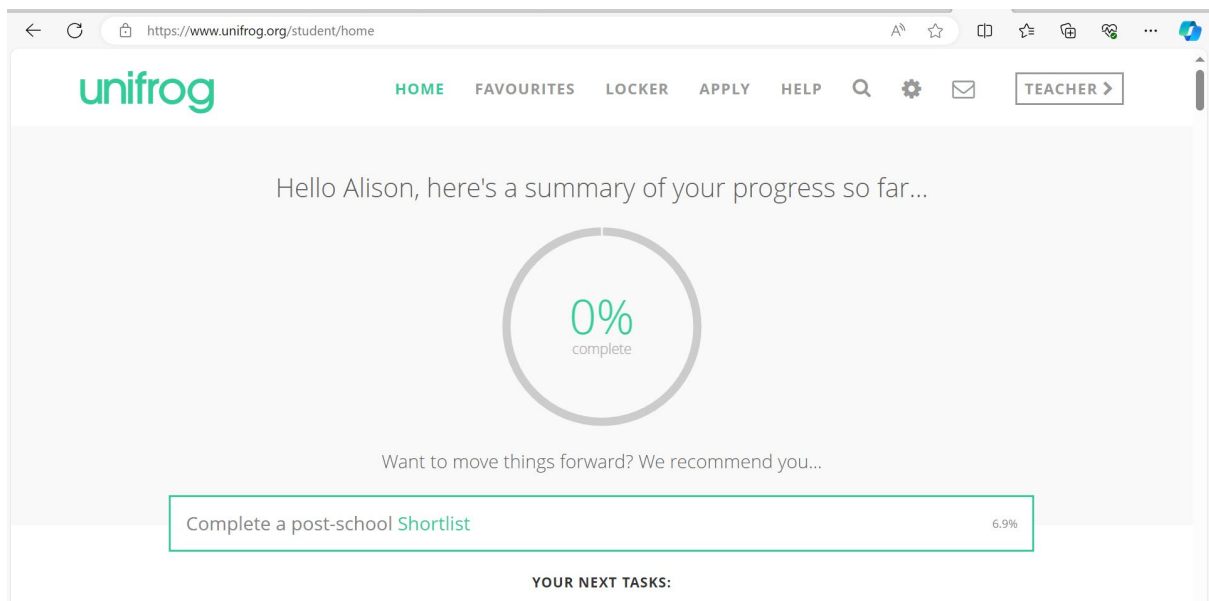
The screenshot shows the Unifrog sign-in page. The URL in the browser is <https://www.unifrog.org/sign-in>. The page has a navigation menu with links for ABOUT, BLOG, EVENTS, CASE STUDIES, JOBS, CONTACT, and a SIGN IN button. The main content area is titled "Sign in" and contains a form with two input fields: a text field with the email address "23ALINDSAY@st-thomasmore.southend.sch.uk" and a password field with masked characters. Below the password field is a green "Sign in" button. Underneath the button is a link that reads "Reset password / Resend welcome email". A red arrow points from this link down to the text below the screenshot. To the right of the form is a grey box with the text "Been given a Sign up Code?" and a green link "Use it here". At the bottom of the page, there is a footer with copyright information and social media icons for Instagram, Twitter, Facebook, and LinkedIn.

If you know your school email address put it in the first white box and then enter your password below and CLICK sign in.

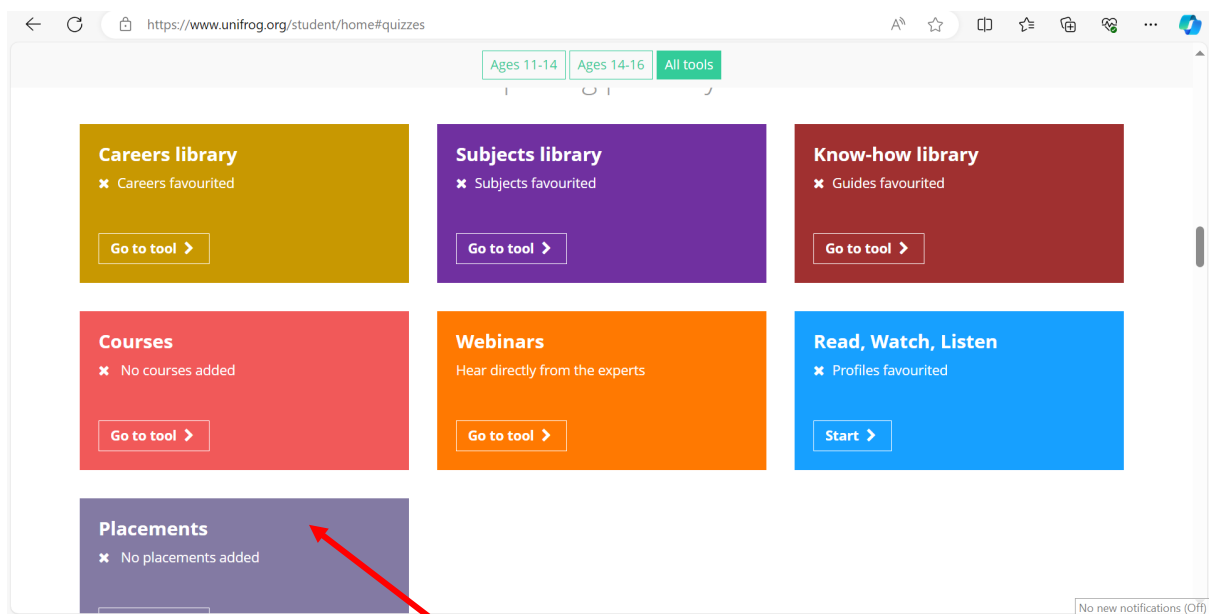
If you don't know your password then click the reset password link and then enter your email and you will be sent a rest email to your school email address.

Then sign in as normal.

Once you have signed in you will see the page below



Scroll down until you see a number of coloured boxes like below:



And choose the grey 'placements tool'

CLICK on 'ADD A NEW PLACEMENT'

Choose 'in person' placement

Then you will add all of the following information:

- In person or virtual – IN PERSON
- Placement co-ordinator – MRS LINDSAY/MRS BRADLEY

\* Name of placement business / organisation: eg Lottie's little bakery  
 \* Placement start date: -- day -- -- month -- -- year --  
 Placement end date: -- leave blank if -- -- leave blank if -- -- leave blank if --  
 \* Describe the time commitment: eg Full time  
 \* Employer placement lead: name: eg Tim Cook  
 \* Employer placement lead: email: eg tcook@apple.com  
**Important:** this must be correct, or we won't be able to progress the placement.  
 \* Employer placement lead: email (again): eg tcook@apple.com

**Do you agree to:**  
 - Unifrog sending your details to the employer email address you've provided;  
 - Abiding by any confidentiality policies held by the employer;

Name of Business/organisation

Placement start date – 18<sup>th</sup> March 2024

Placement end date – 22<sup>nd</sup> March 2024

Describe the time commitment – FULL TIME

Employer lead name: ENTER THE PERSONS NAME YOU ARE DEALING WITH

Employer placement lead email: ADD THEIR EMAIL ADDRESS

Employer placement lead email AGAIN: ADD THEIR EMAIL ADDRESS

**Do you agree to:**  
 - Unifrog sending your details to the employer email address you've provided;  
 - Abiding by any confidentiality policies held by the employer;  
 - Observing all safety, security and other policies laid down by the employer;  
 - Informing the employer and school as soon as possible of any absences?

\* Agree  Yes, I agree to **all four points** above.

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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

Click agree and form finished and then CLICK ADD PLACEMENT

**This will then email the employer to ask for public liability insurance and other documents for them to upload, once that is complete it will be returned to the school to say all information is current and correct and SENT to parents for final sign off and the RETURNED to school ready to go.**