

## How to Guide

### Logging your placement in Unifrog.

1. Open your school email address.
2. Put Unifrog into the search bar.
3. You should see an email like this:



### You haven't logged in for a while!

Hey [student\_firstname]! [student\_last\_login] Every week over 150,000 students in more than 150 countries log in to Unifrog.

Every month they shortlist 350,000 UK university courses, 20,000 Sixth Form and College courses, and 50,000 apprenticeships. You can use our search tools to compare the tens of thousands of opportunities open to you - they are there for the finding.

Each academic year on Unifrog 1,000,000 Personal Statements and 300,000 CVs are written, stared at in frustration, and moved closer to perfection. You can use the tools on Unifrog to get yourself ready for your next step.

What now? We recommend you:

[student\_task\_next\_shortcode]

Log in now

4. Click the log in now button.
5. Your school email address is your user name.
6. You create your own password.
7. On your homepage find the Placements tool.

**Careers library**  
x Careers favourited  
Go to tool >

**Subjects library**  
x Subjects favourited  
Go to tool >

**Know-how library**  
x Guides favourited  
Go to tool >

**Webinars**  
Hear directly from the experts  
Go to tool >

**Read, Watch, Listen**  
x Profiles favourited  
Start >

**Placements**  
✓ 1 placement added, 0 completed  
Go to tool >



8. Click on Go to tool.

+ Add new placement

9. Click on this button:
10. Enter all the details for your placement.

Please ensure that all details are correct, employer name, address, email address, parents email etc.

And ensure the dates are correct: 13<sup>th</sup> – 17<sup>th</sup> July 2026.