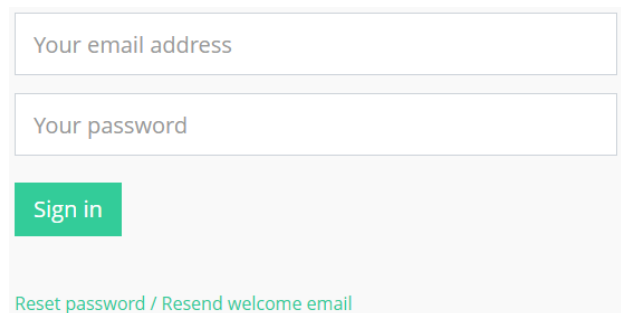
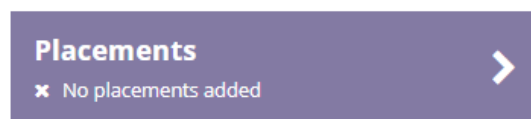


How to log your Work Experience Placement

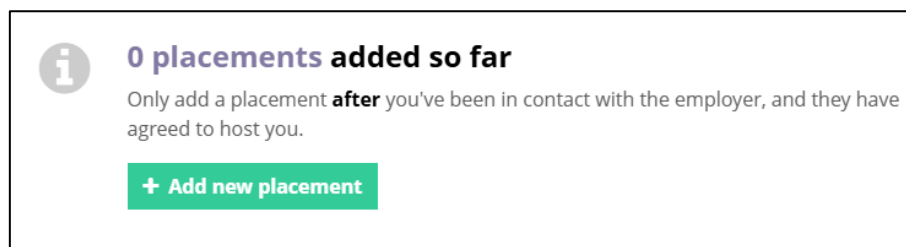
1. Log in to Unifrog. This can be found on the student splash screen. You can also simply go to <https://www.unifrog.org/student/home>
2. Sign in. If you cannot remember your password, click on 'reset password' and then follow the link that is sent to your email.

A login form with two input fields: 'Your email address' and 'Your password'. Below the fields is a green 'Sign in' button. At the bottom, there is a link that says 'Reset password / Resend welcome email'.

3. Once you have logged in, scroll down on your HOME page and click on the purple box called 'placements'. It is right down the bottom!

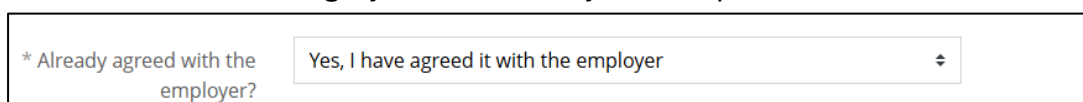


4. Here you will see if you have added a placement. If you have, the details will be shown on this page. If you haven't you will see the information below:

A white rectangular box with a thin black border. On the left is a grey circle with a white 'i' icon. To its right is the text '0 placements added so far' in bold. Below this is a paragraph: 'Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.' At the bottom is a green button with a white plus icon and the text 'Add new placement'.

Click on 'Add new placement' to add your information from the sheet you have already completed.

5. You will see a box asking if you have already found a placement. Select 'YES'

A white rectangular box with a thin black border. On the left is the text '* Already agreed with the employer?'. To its right is a dropdown menu with the text 'Yes, I have agreed it with the employer' and a small downward arrow icon.

6. You should then fill in the details as shown on your form.

Add placement

7. Make sure you tick the two little boxes at the bottom AND that you press

Congratulations – you have completed the steps.
An email will now be sent to the employer