

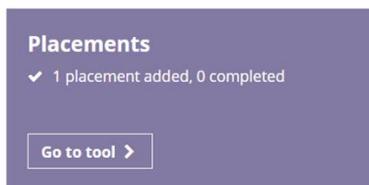
## Logging a Placement onto Unifrog

1) Log into Unifrog: <https://www.unifrog.org/sign-in>

You will need to use your school email address to log in.

If you don't have/can't remember your password please click re-set password and follow the instructions.

2) Click on the 'Go to tool' arrow on the Placements tab



3) Click on + Add New Placement

4) Complete all sections. Please select Mrs Rich as the Placement Co-ordinator and in the 'Describe the time commitment' section ensure you put your agreed start and end times e.g. 9am to 5pm

5) Click to Agree to the 4 points

6) Click Mark as finished

7) Click Add Placement

You'll receive emails confirming the status of your application throughout the process.

If, for some reason, you can't set up your placement through Unifrog please email Mrs Rich who will be happy to help: [j.rich@denemagna.gloucs.sch.uk](mailto:j.rich@denemagna.gloucs.sch.uk)