

Your Guide to

Setting up your account

- Go to your school email account and look for the email sent by UNIFROG “Welcome to Unifrog”
- The email will say “set up your password” click on the BEGIN button
- You will need to set up a unique password following the instructions
- You will now be asked to log in using your new password
- Follow the instructions and on the section that says “staying in touch after Toynbee” we recommend saying “Yes, I agree” as this will mean your account will stay active when you move to your next destination Post 16. Many if not all the colleges use Unifrog.
- Now that unifrog account is set up you can explore the careers resources.
- Once you have set up your account when you want to access UNIFROG in the future, just type UNIFROG into the google search bar and then click sign in and enter your username (school email) and the password you have just created.

Adding your placement to UNIFROG

Once you have found a placement you can scroll down your home page on UNIFROG to “Access all tools” and find the one called PLACEMENTS. Remember to make sure you have agreement from the employer, and you will need to have the following information:

- Employers Business name (i.e. Fryern Primary school)
- Start and end dates (29th June -3rd July 2026)
- Placement coordination (Mrs Shaw)
- Describe the commitment (enter the agreed hours you have been told from the employer)
- Will you meet the employer – the answer to this is yes unless you have a virtual work experience placement
- Your objectives

These can be based on the following soft skills, or you can add in your own (Teamwork, Problem solving, initiative, IT skills, communication, organisation, time management and integrity)

Employer placement lead name

- **Employer email address**, please make sure you enter this accurately.
- Tick that you agree
- Form finished – this will then send an email to the employer. (The email will be from unifrog so ask the employer to look out for it.)
- Once you click Add placement – your placement will be logged and can be tracked by the pupil, parent/carers, school and the employer.