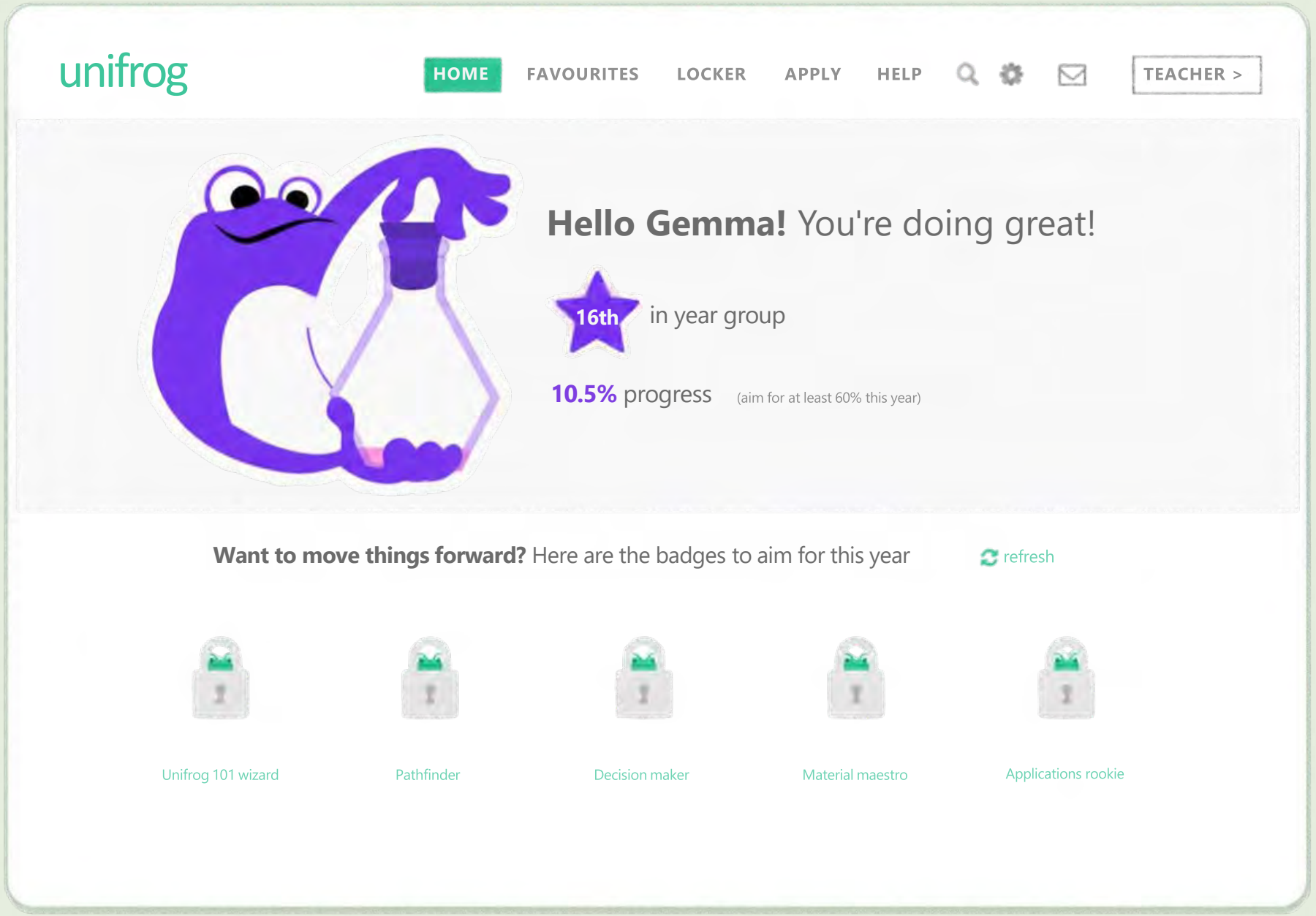
Step 1

Log in to Unifrog

Open the Unifrog home page and sign in to your student account.



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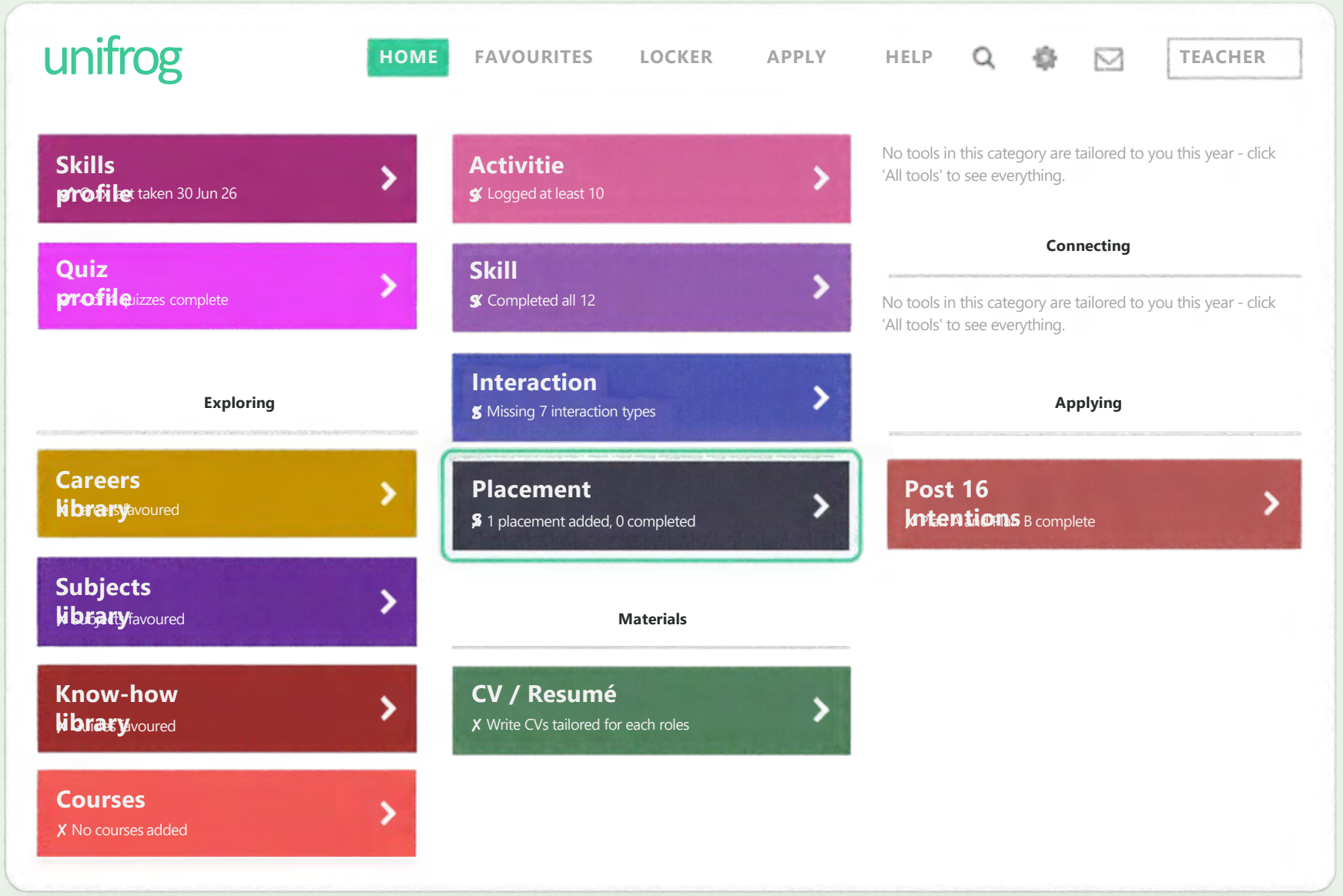
Step 2

Open Placements

From the home dashboard, select the **Placements** tile.



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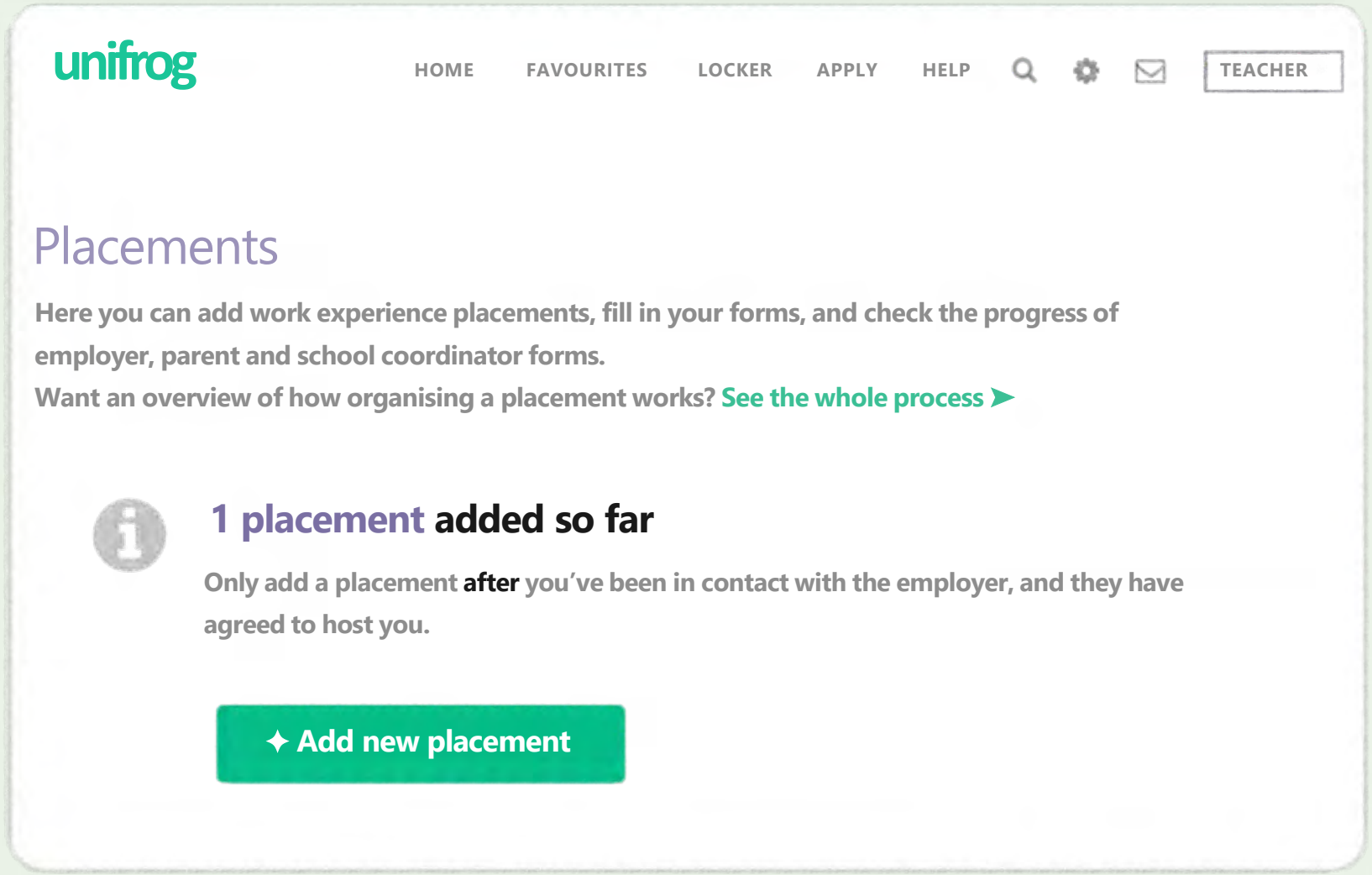
Step 3

Add a new placement

On the Placements page, select '+ Add new placement'.



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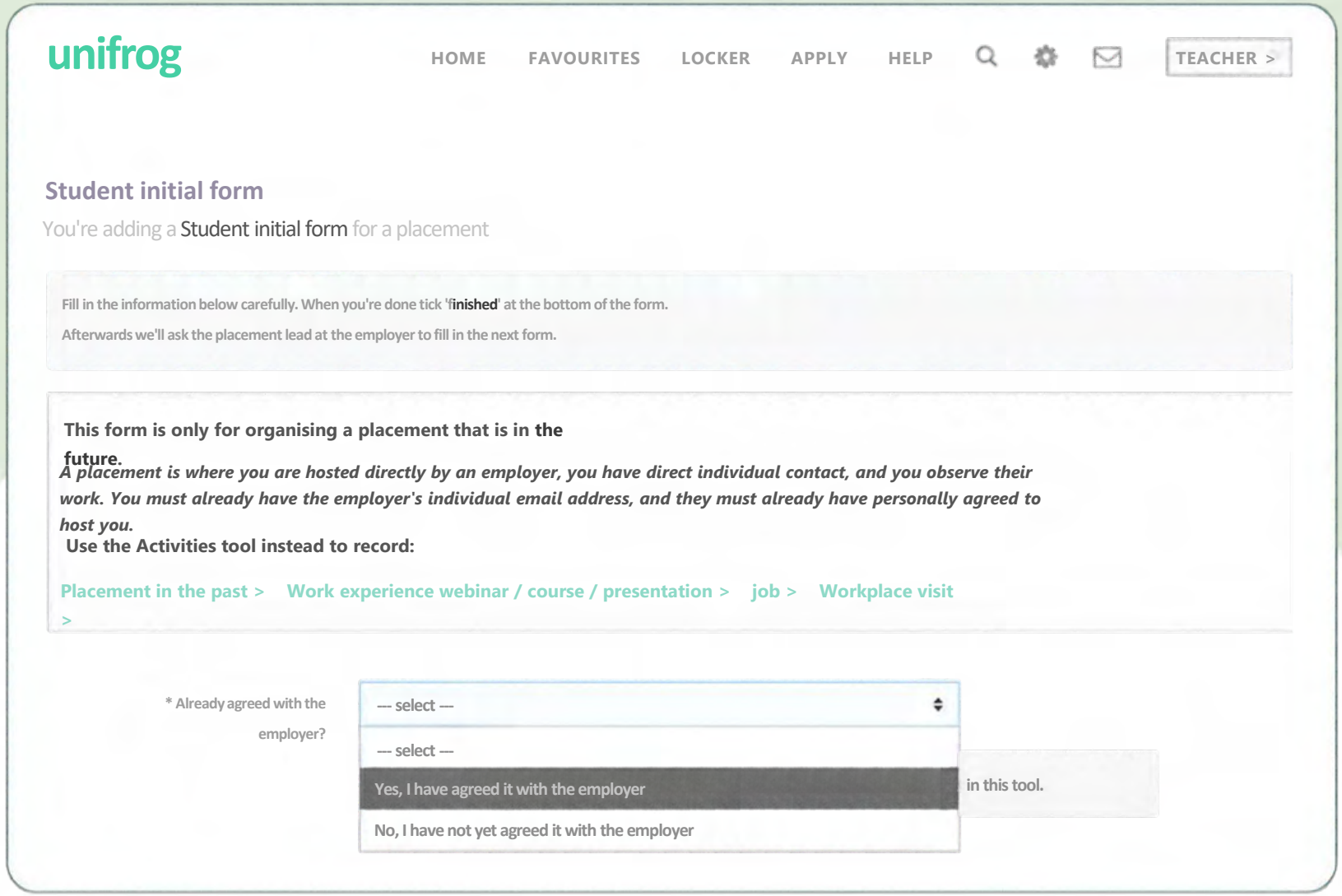
Step 4

Complete the student initial form

Read the guidance, confirm whether you have already agreed the placement with the employer, and continue through the form. Tick ‘finished’ at the bottom when complete.



Step 5

Enter the basic details

Complete the organisation name, placement dates, coordinator, estimated hours, time commitment, and whether you will meet the employer in person.

