

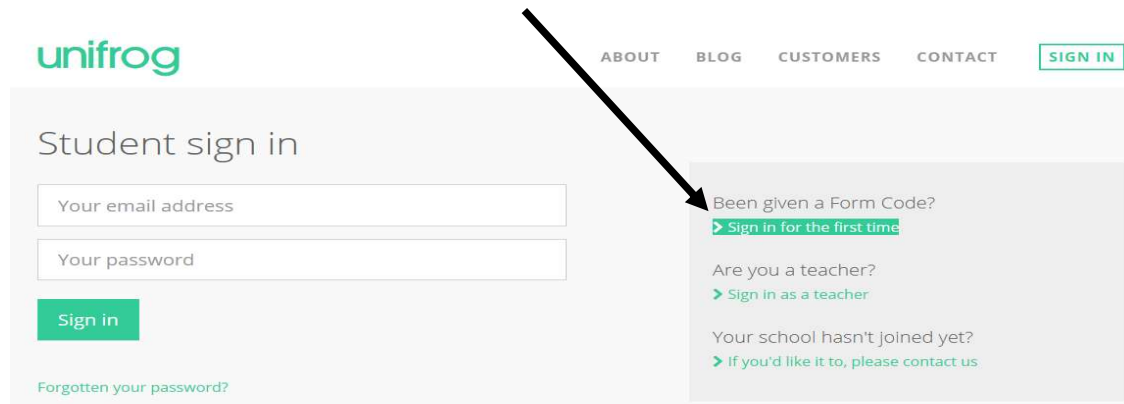
All Year 13 students must be able to access their UNIFROG account ready for Tuesday 16th July. If you can't log in then please start the process again using the following instructions:

1. Go to <https://www.unifrog.org/>

2. Click "Sign in"



3. Click "Sign in for the first time" (even if you have done this before, if you've forgotten passwords then use sign in for first time)



4. Enter the required details. You need to use an email address that you access regularly. The form codes are listed below:

13A ablackfen20

13B bblackfen20

13C cblackfen20

13D dblackfen20

13E eblackfen20

13F fblackfen20

**You must keep a note of your
unifrog password.**

Signup page

To create your own account, please fill in the following form.

| | |
|-------------------|---|
| * Form code | <input type="text"/> |
| * Title | <input type="text" value="---- select your title ----"/> |
| * First name | <input type="text"/> |
| * Surname | <input type="text"/> |
| * Email address | <input type="text"/> |
| * Retype email | <input type="text"/> |
| UK postcode | <input type="text" value="Optional if your school is international"/> |
| * Password | <input type="password"/> |
| * Retype password | <input type="password"/> |

Sign up

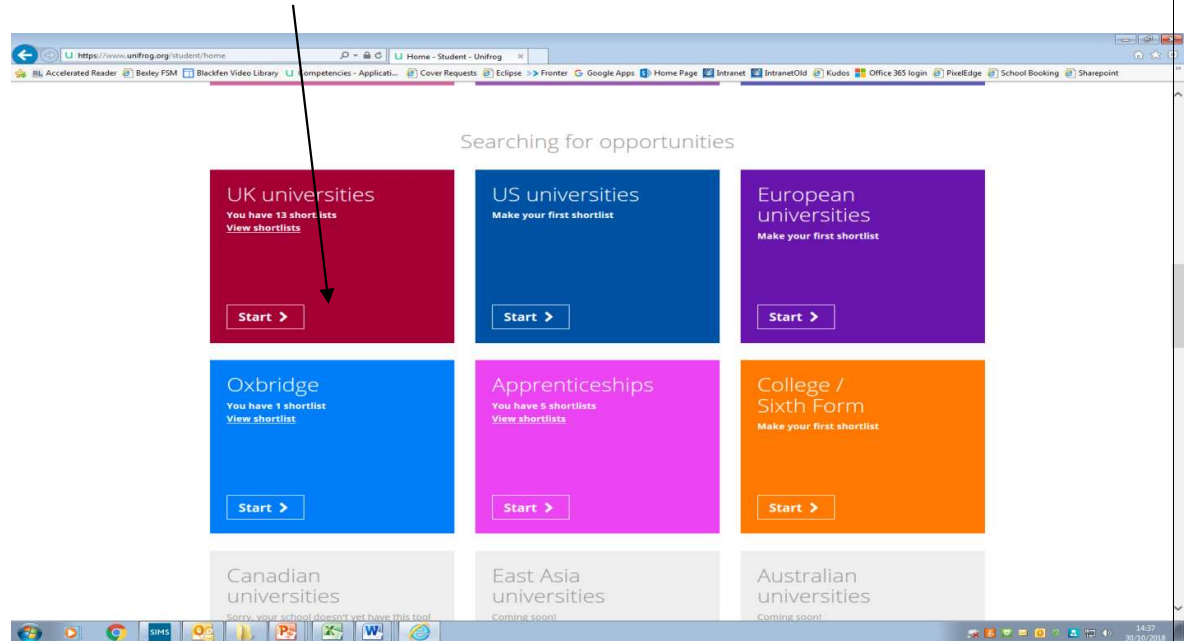
Your school hasn't joined yet? If you'd like it to, please [contact us](#).

ablackfen21

Record your unifrog password here: _____

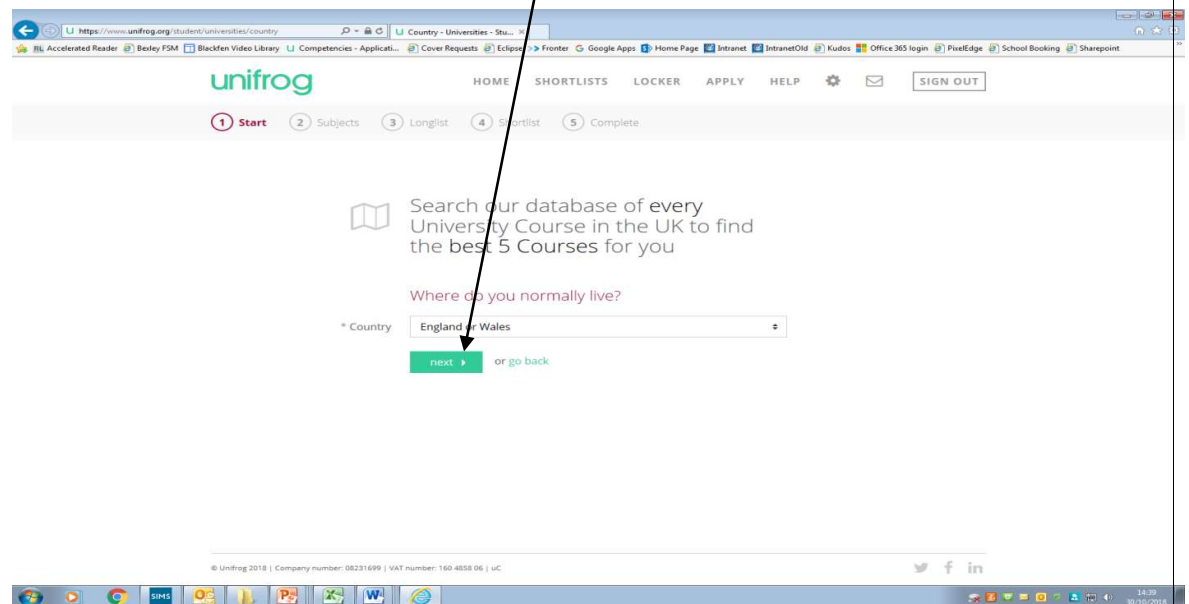
Using Unifrog to Sign to search for university courses

Once you have logged onto Unifrog scroll down the page until you find UK Universities tab, click on this tab



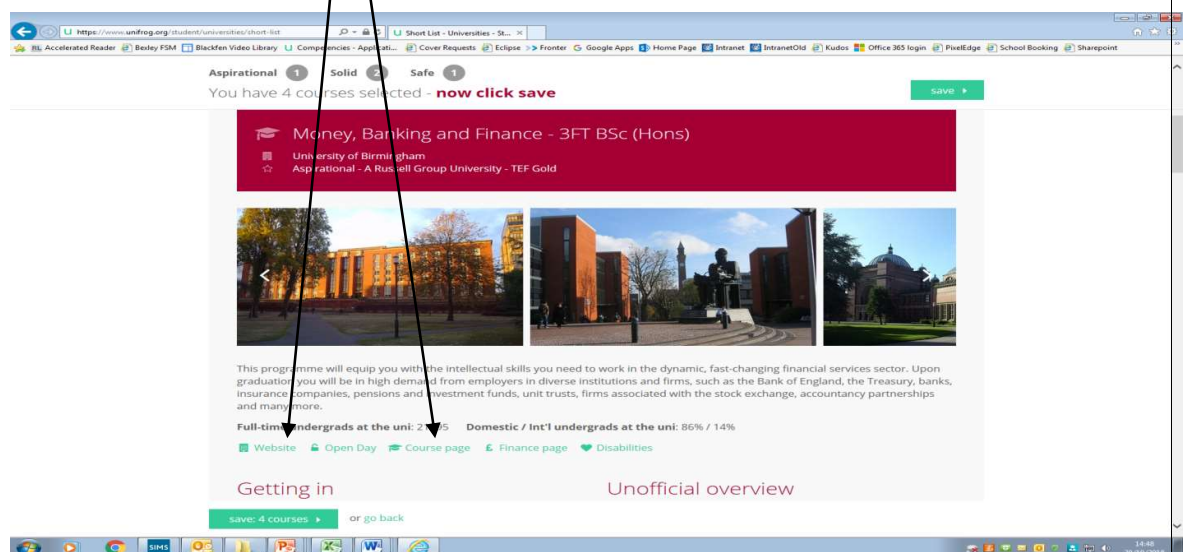
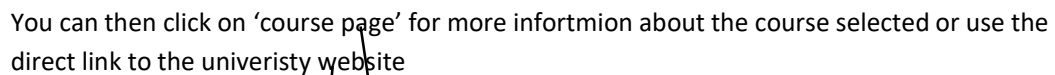
Scroll down the introduction page until and press NEXT.

Click NEXT again on this screen

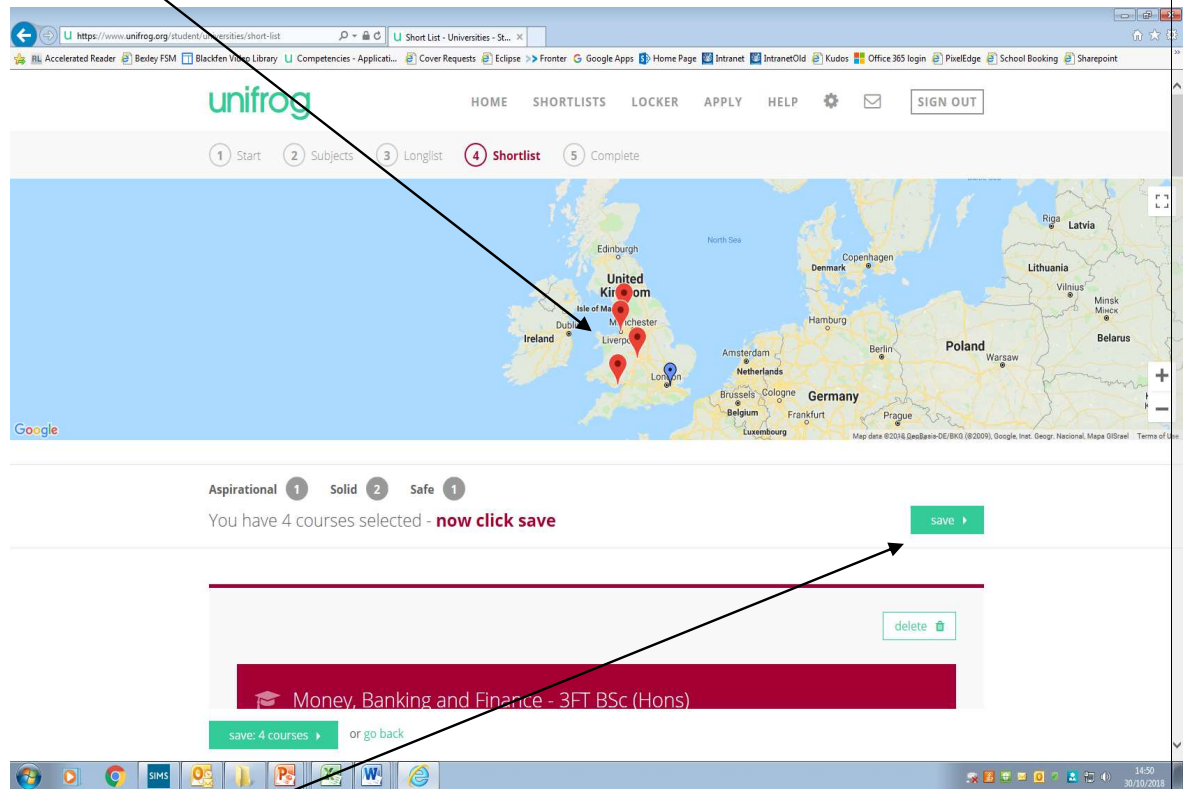


Enter your qualifications and target/predicted grades and press NEXT.

Click on a selection of these universities that you are interested in and press NEXT

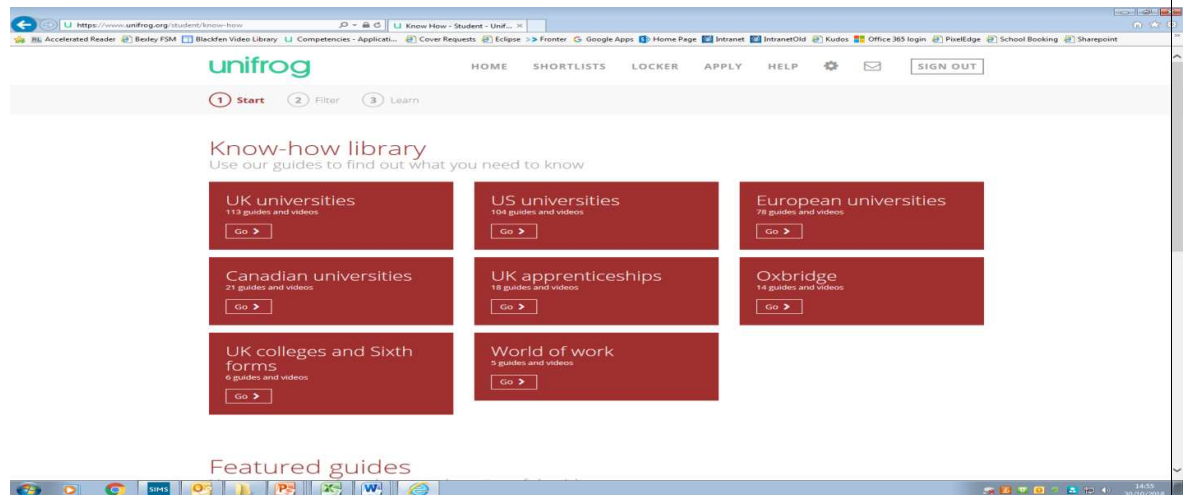


You can also see the exact location of the selected universities on the map at the top of your screen



If you press SAVE under the map all of your selected universities will be saved in your Unifrog account for future reference. An email will be sent through to your personal email providing you with a summary of your shortlist.

You can also use Unifrog to find out other information by clicking on the 'Know how library' box on the main screen. Here you have access to loads of resources available to help with university and apprenticeship application:

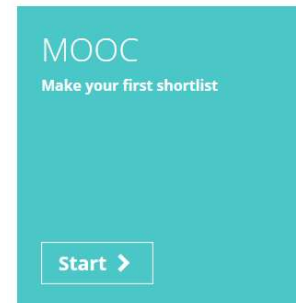


Using Unifrog to Sign up for MOOCs courses

What is a MOOC?

A MOOC (or future learn course) is an on-line course that can be completed anywhere between 2 and 6 weeks. They are available in a huge range of areas. Students can sign up to them through Unifrog, complete the course and then fill in completion sheet (see Mrs Botten in the study centre). Students can then use these on personal statements for application to university or apprenticeships and can claim enrichment credits.

1. Go to www.unifrog.org
2. Sign in on the top right hand side
3. Scroll down and click start on the MOOCs square
4. Click next
5. Select the topics you are interested in and click next
6. A screen like the one below will appear. This ranks the course in start date. You can also see how many hours per week the course is and what the course entails.

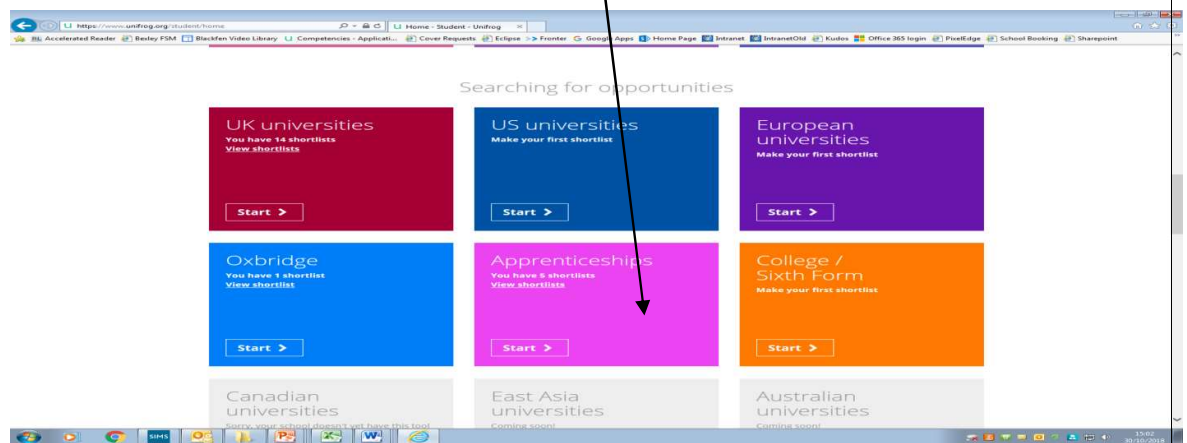


A screenshot of the Unifrog website's MOOC selection interface. At the top is the Unifrog logo and navigation links: HOME, SHORTLISTS, SETTINGS, HELP, and a SIGN OUT button with a notification icon. Below is a progress bar with five steps: 1 About, 2 Topic, 3 Longlist (highlighted), 4 Shortlist, and 5 Complete. The main heading is 'Select courses below' with a subtext: 'Pick the best courses for you by ranking, filtering and searching. Click next when you're done.' Below this are filters for Rank, Filter, and Search. The content is organized into three columns: 'Starting soon (33)' with the subtext 'Sharpen your pencils', 'On demand (316)' with 'Start any time', and 'Already started (83)' with 'Catch up / get notified of next start'. Each column contains a list of course cards, each with a university icon, course title, university name, and workload. The 'Starting soon' column lists: 'Understanding Modern Business and Organisations' (University of Strathclyde, 6 hours/week), 'Social Enterprise: Growing a Sustainable Business' (Middlesex University Business School, 4 hours/week), and 'Understanding Public Financial Management: How Is Your Money Spent?' (SOAS University of London). The 'On demand' column lists: 'Construction Scheduling' (Columbia University, 3-5 hours/week) and 'Introduction to Cisco Networking' (Cisco, 4 to 7 hours). The 'Already started' column lists: 'How To Land the Job You Want (Capstone Project)' (University of Maryland, College Park, 3-4 hours/week), 'Business English: Capstone Project' (University of Washington, 3-5 hours/week), and 'Business Case Analysis' (The Hong Kong University). At the bottom are 'next >' and 'or go back' buttons.

7. Once you select a course you will be able to read more about it. This will be saved into a short list for you to review later.

Using Unifrog to sign up for apprenticeships

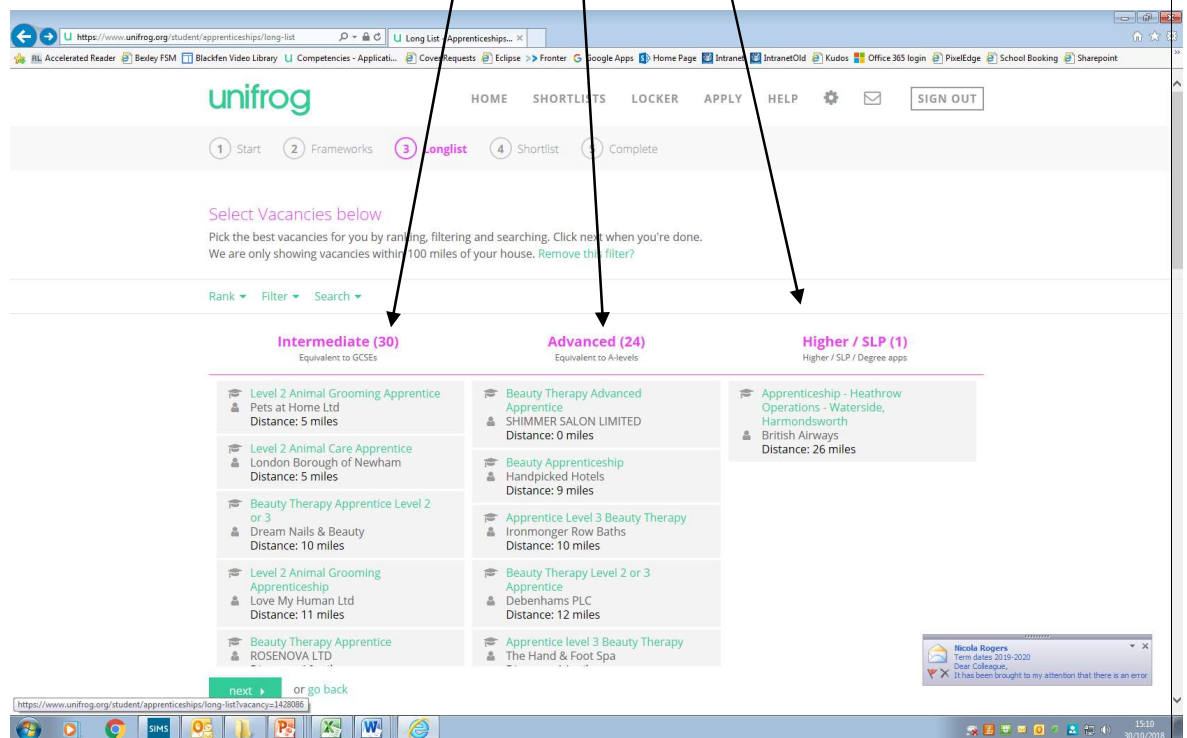
On the main page scroll down to the apprenticeship box



Scroll down to the bottom of the introduction page and press NEXT

Select areas of interest to you and then press NEXT

You will be given three columns: Intermediate, advanced and higher.



You should look at Higher (above A Levels/Level 3 BTEC) unless it is a completely new area to you eg plumbing

Click on the options that interest you and then press NEXT

You will then be provided with information sheets on each selected apprenticeship showing key information such as hours of work, location. Weekly pay, duration, start date and qualifications required.

The screenshot shows a web browser window with the URL <https://www.unifrog.org/student/apprenticeships/short-list>. The page has a navigation bar with 'Intermediate 0', 'Advanced 3', and 'Higher 1'. Below this, it says 'You have 4 vacancies selected - now click save' with a green 'save' button. The main content area includes a list of requirements: 'A capability and commitment to delivering high levels of guest care.', 'A smart and professional appearance.', 'A positive attitude and excellent communication skills', 'The enthusiasm to be part of a team.', and 'Flexibility in attitude, approach and working hours (to include weekends and bank holidays)'. It also mentions 'Good at Customer services and dealing with clients'. A 'Quick facts' section contains a table with the following data:

| £ | 🕒 | 🎯 | 📅 | 🚗 |
|-------------|--|--------------------|-----------|--------------------|
| Weekly Wage | Hours a week | Employer Vacancies | Duration | Distance from home |
| £135 | 10-4pm (Between these hours) Mon-Sun (Between these days) | 2 | 24 months | 45 miles |

Below the table is a 'Job description' section. It states: 'The ideal candidate should have a passion for delivering great customer service and memorable treatments, a can-do attitude and the ability to multi-task and smile under pressure.' It then lists responsibilities for 'Apprentice Spa Therapists': 'Consistently performing all spa treatments as per product and spa training', 'Providing exceptional, memorable guest service at all times', 'Maintaining the cleanliness and health and safety of the work place', 'Up-selling spa treatments and products', 'Carrying out Spa reception duties as required', and 'Assist with demonstrations as and when required'. At the bottom of the page, there is a green button that says 'save: 4 vacancies' and a link 'or go back'. A black arrow points from the 'save' button at the top right to the 'save: 4 vacancies' button at the bottom left.

Click SAVE at the top of the screen to save your shortlist

Your short list will be saved in your unifrog account and emailed to you



Using Unifrog:

- University course search
- Apprenticeship search
- Signing up for MOOCS (on-line courses)