

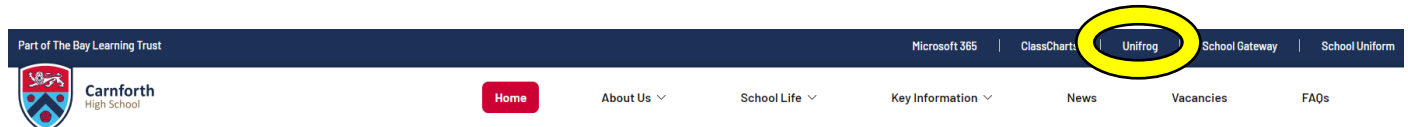
# Guide to Using Unifrog

## Carnforth High School

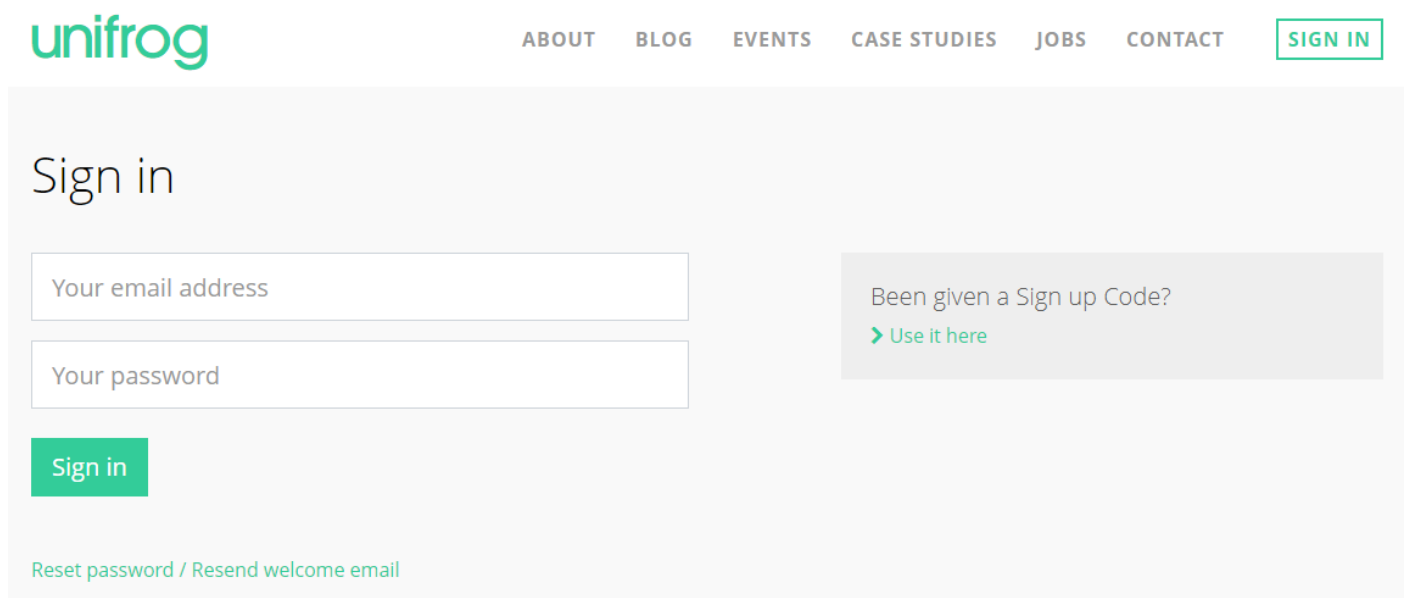


Carnforth  
High School

You can access Unifrog from our school website homepage (<https://www.carnforthhigh.co.uk/>) by clicking on the 'Unifrog' link at the top of the page:



This takes you to the Unifrog sign in page:



Your **email address** is your school email address, which follows this format:

# 21jsmith@carnforthhigh.co.uk

That's:

- The year you started school
- The first letter of your first name
- Your last name
- The '@' symbol
- 'carnforthhigh' as one word (don't forget the two 'h's' stuck together!)
- .co.uk

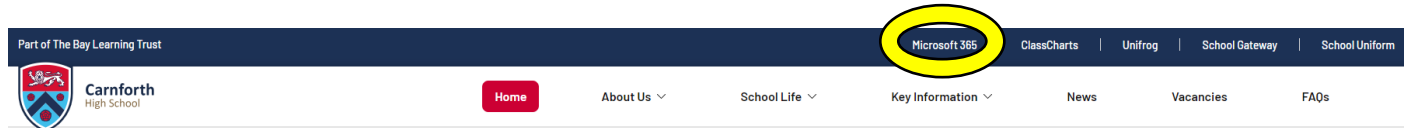
Your **password** was set by you. If you've never set a password, or can't remember it, then click 'Reset password / Resend welcome email:'



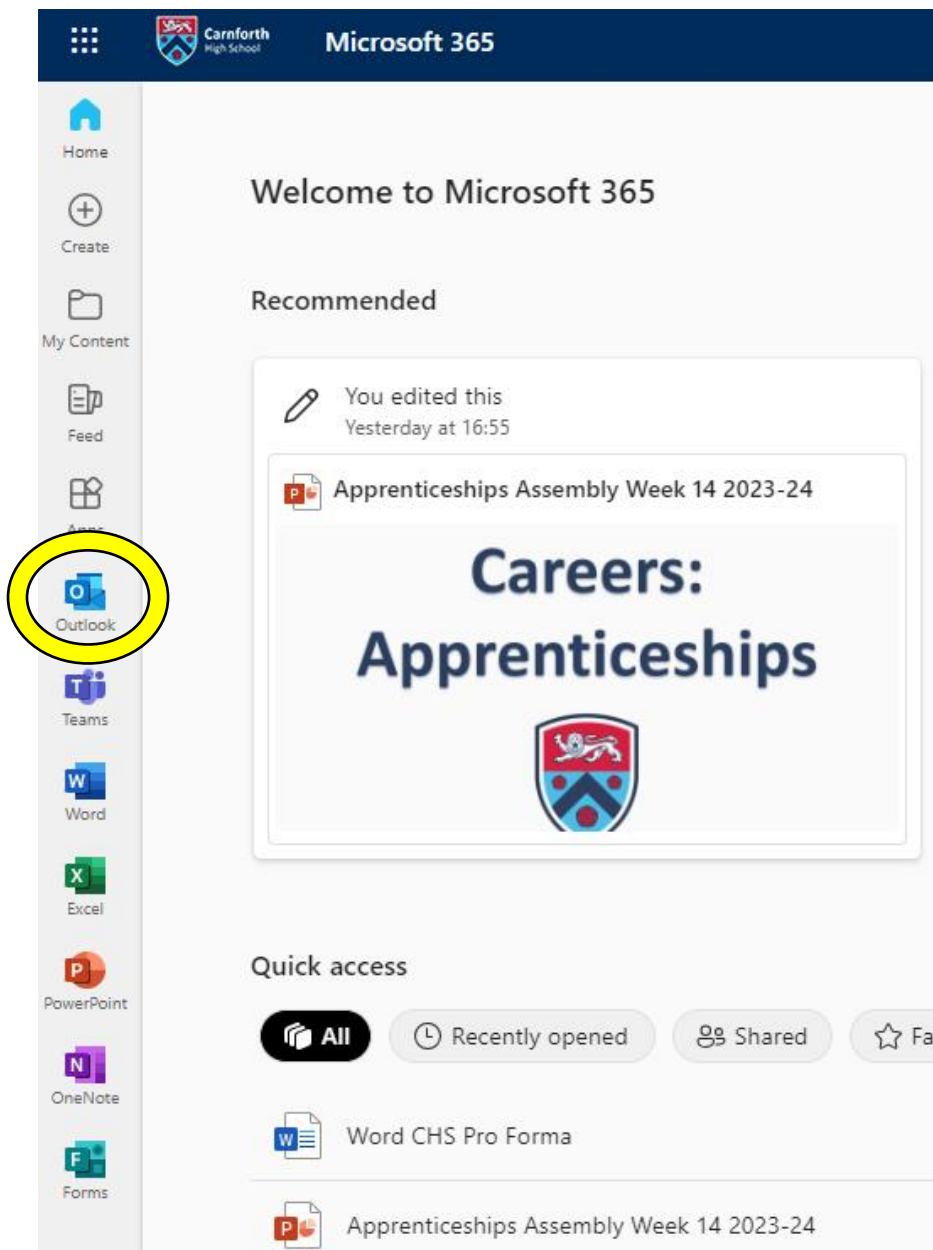
You will then need to **re-enter your school email address**, and Unifrog will email you.

You can access your school emails from our school website homepage

(<https://www.carnforthhigh.co.uk/>) by clicking on the 'Microsoft 365' link at the top of the page:



This will take you to the Microsoft 365 welcome page, where you need to click on 'Outlook' to see your emails:



You should then be able to find the email from Unifrog to reset your password. It will guide you through the process for setting a strong password, and then you can sign in to Unifrog again!

Once you sign in, you'll see the Unifrog homepage:

The screenshot shows the Unifrog homepage with a navigation bar at the top containing 'HOME', 'FAVOURITES', 'LOCKER', 'APPLY', 'HELP', a search icon, a settings icon, an email icon, and a 'TEACHER >' button. The main content area features a greeting: 'Hello, here's a summary of your progress so far...'. Below this is a circular progress indicator showing '32% complete' and a star icon labeled '1st in year group'. A recommendation box at the bottom says 'Want to move things forward? We recommend you...' followed by a box containing 'Complete a post-school Shortlist' and '6.9%'.

Depending on what year group you're in, you'll see different 'tools' as you scroll down the page. **Here are some of the main tools you might be interested in:**

### Interests profile

✓ Quiz last taken 26 Feb 23: E and C and I

Start >

This **quiz** allows you to learn more about yourself and explore the careers commonly associated with your interests. You'll be asked a range of questions to get your result. You can take this whenever you want. Unifrog suggests completing it every 6 months as your interests can grow and change.

### Personality profile

✓ Quiz last taken 17 Nov 22: INTJ

Start >

This **quiz** allows you to learn more about yourself and explore the careers commonly associated with your closest personality types. It will give you an idea of what 'personality' type you are (based on something called the Myers-Briggs Type Indicator) and suggests jobs that may best suit you.

### Work environments profile

✓ Quiz last taken 16 Nov 23

Start >

This **quiz** allows you to learn more about the environments you enjoy, and explore which careers suit your preferences best. This is particularly useful in **Year 10** when you're considering where to go for Work Experience. It will give you some ideas of where you may want to work, and where you certainly won't!

## Careers library

✓ Careers favourited

Go to tool >

One of the most powerful tools on Unifrog, this allows you to **search for information about careers** using key words (e.g. 'animals' or 'law') or by subject (e.g. 'geography'). You can find information about a range of careers including average pay, what qualifications you need, and what you do in that career area.

## Locker

✗ Add your first item

Go to tool >

Your locker is your **personal storage area**. You can upload documents that are important to you, such as flyers you've saved, work you've done, references you've been given, guide books you've downloaded, etc. Teachers can also upload to your locker, and this is where your personal Careers Action Plan is saved.

## Placements

✓ 1 placement added, 1 completed

Go to tool >

This is the tool that you'll use to **organise your Work Experience placement in Year 10**. Once you've spoken to a business that has agreed to take you for the week, you'll need to enter their details in here. After that, Unifrog will contact the business, your parent/carer, and Mr McGauran to organise the placement.

## CV / Resumé

✓ Tweak your CV for each role

Start >

This tool allows you to **easily create your own CV**. A CV is a necessary document to apply for any job, but is particularly important in **Year 11** for those applying for colleges and apprenticeships that require a CV. You can download and keep the CV you create for future use.

## Destination

✓ UK FE College: Lancaster and Morecambe College

✓ Health and Social Care

Edit >

This tool is used early in **Year 11** to **let us know what your plan for post-16 is**. This way we can best support you. At the end of Year 11 you complete it for a final time to let us know where you're going when you leave.

If you need any help with any aspect of Unifrog please contact the Careers Leader, Mr McGauran, at [emcgauran@carnforthhigh.co.uk](mailto:emcgauran@carnforthhigh.co.uk). You can also find him in his office in school, just across from T2 on the Technology corridor.