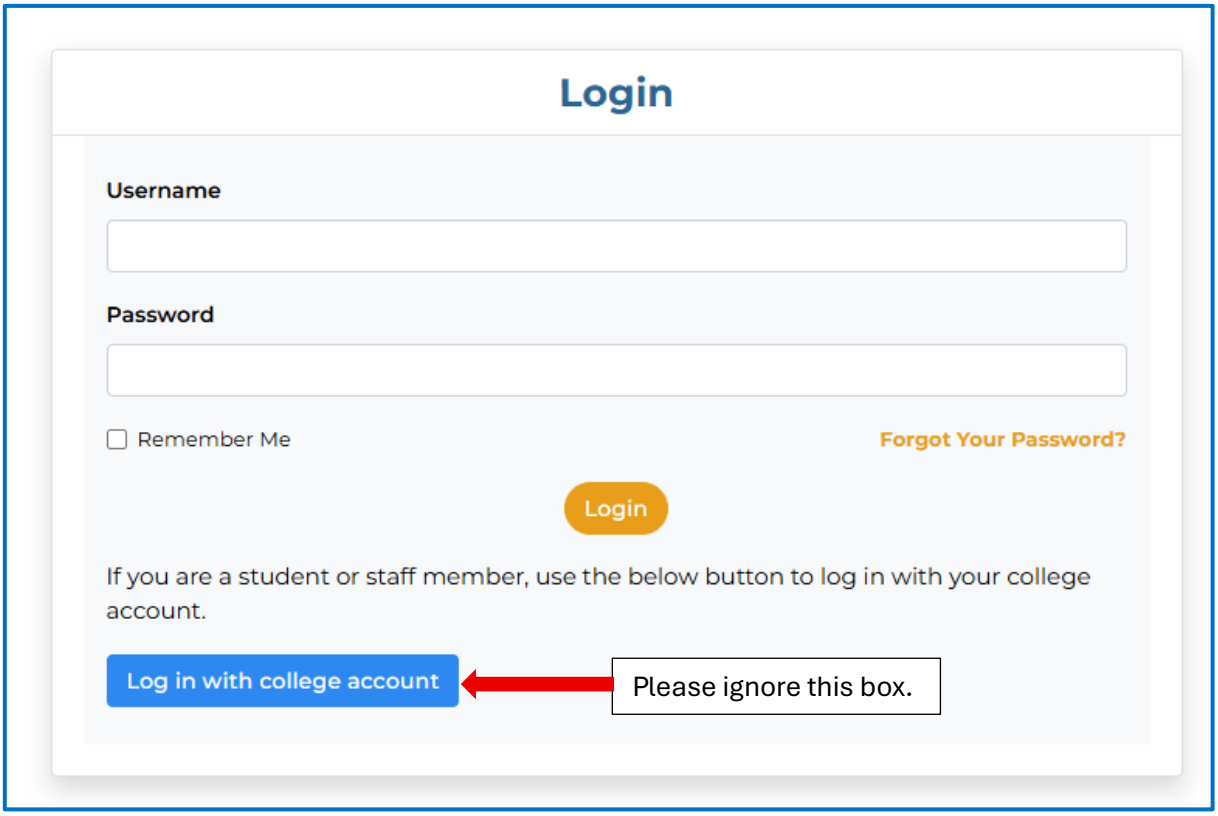
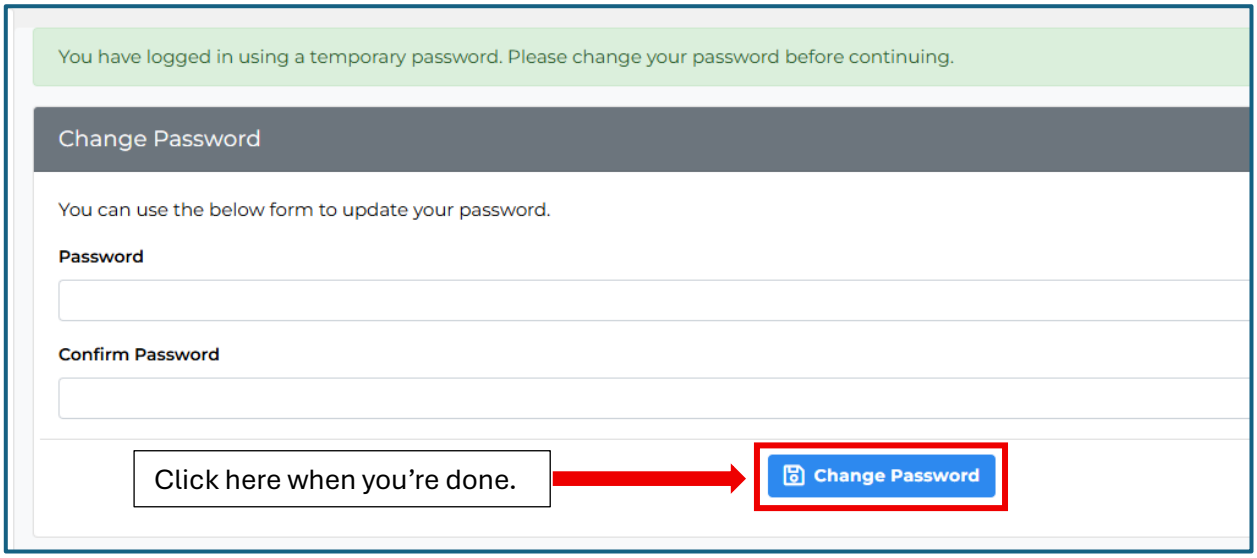
How to Enter an Own Placement Online (For Students)

1. Log in to the online platform using this URL: https://www.collsys.co.uk/login
   You will be taken to this page:

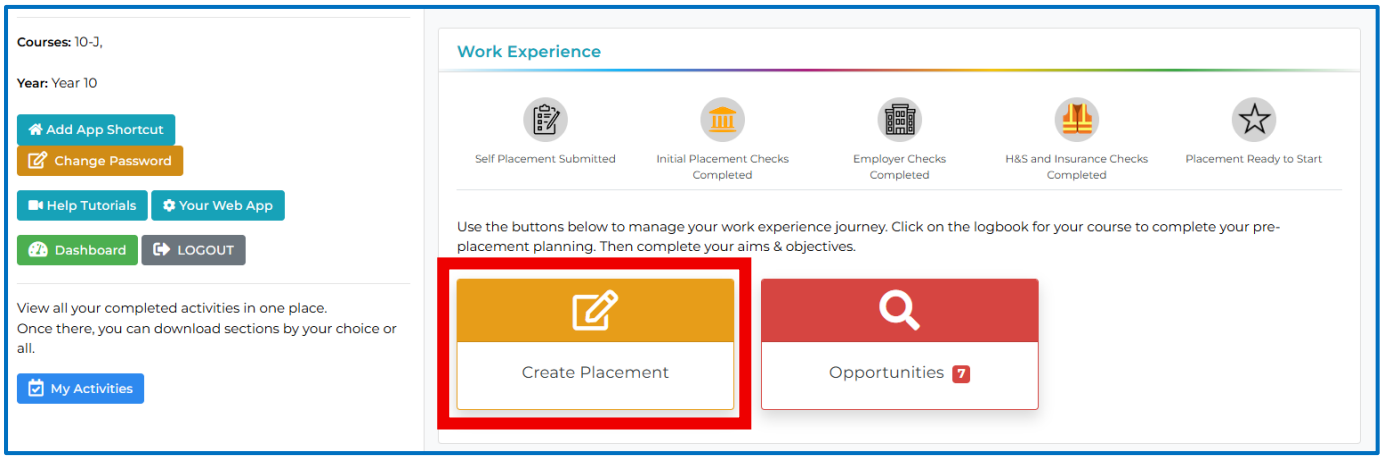
   Your username and password will be provided to you by your Work Experience Coordinator.



2. The option to change your password will show. Please choose a password that you will remember.
   Note: Passwords must be AT LEAST 12 characters long.

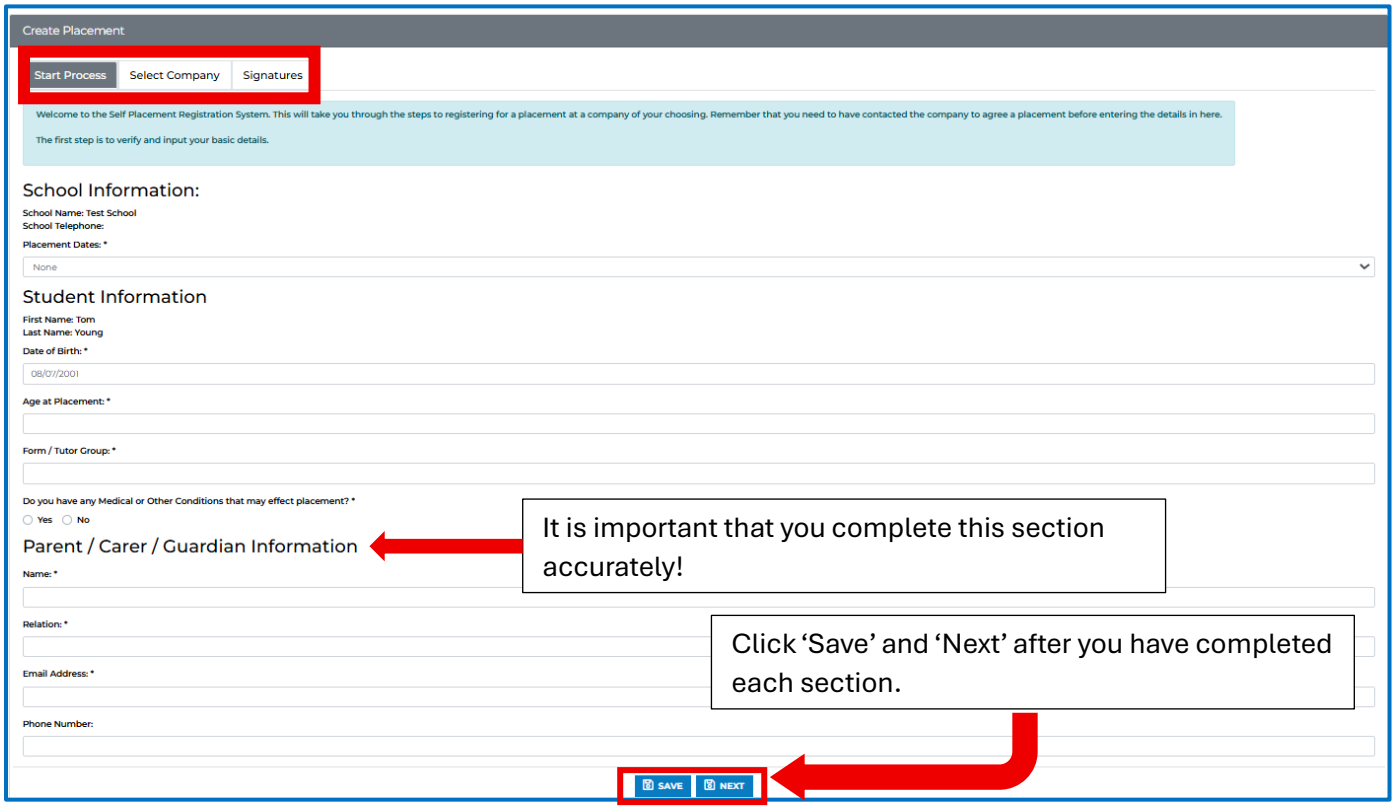


3. Once you have logged in your dashboard will appear. Click on the box that says ‘Create Placement’.

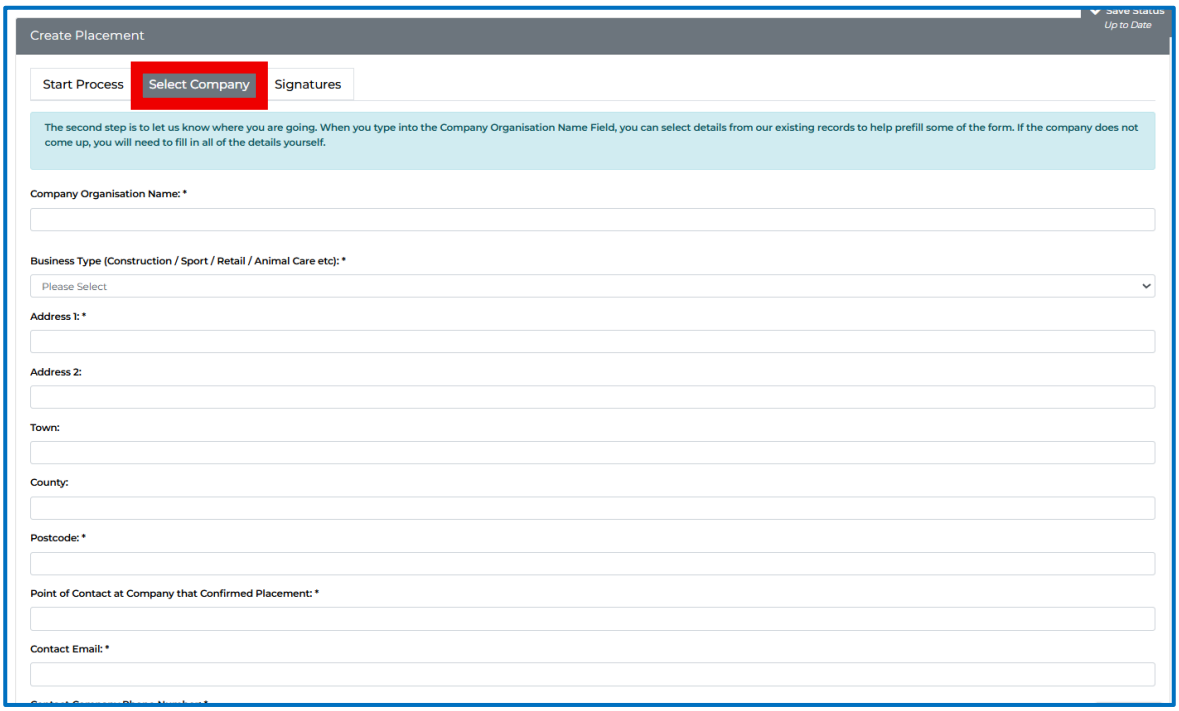


4. Once clicked, this page will appear. You will need to complete each of the questions in the three tabs listed. Make sure all the information you enter is accurate.

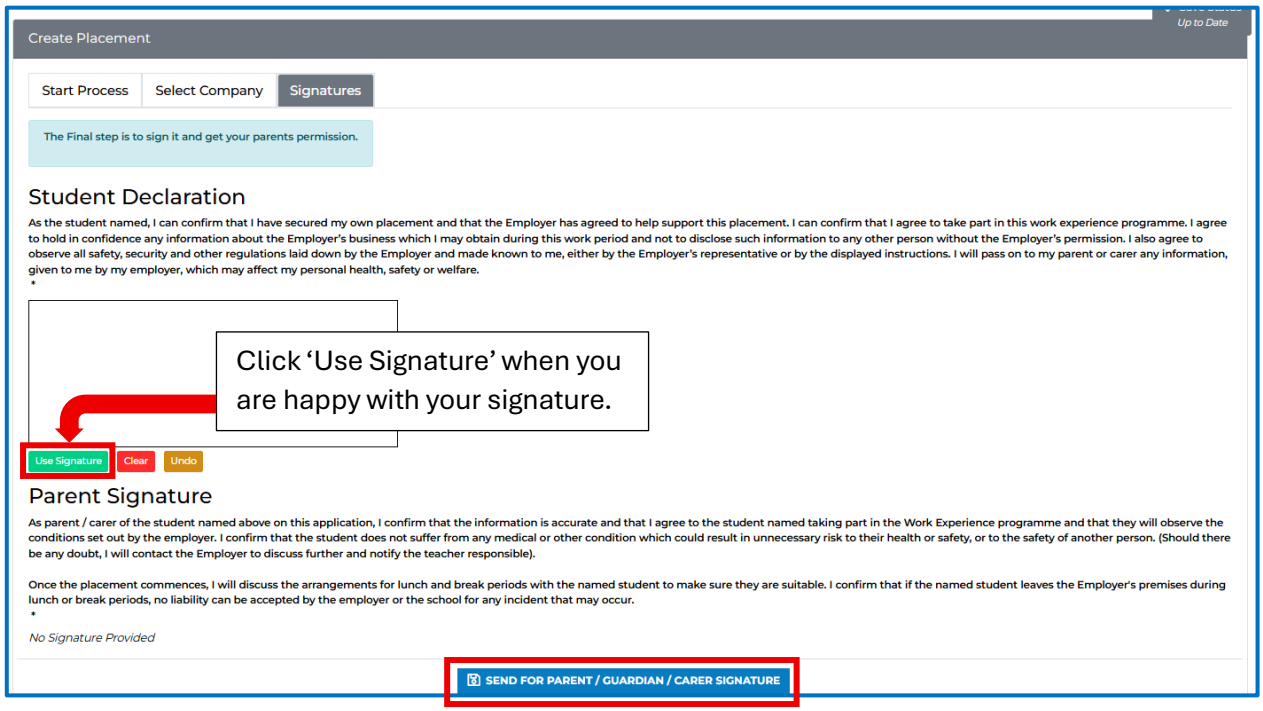
   Please enter information in all boxes with an asterisk (*). Any information you are unsure about, please either contact the employer to confirm or write ‘Unsure’.



5. When filling out the ‘Select Company’ section, please do not use the autofill function as this will not work. We recommend typing out all the information yourself. It is important you include the Employers contact information, including telephone number and email address.



6. Once you have entered in all the details and are happy to submit, please read and sign the ‘Student Declaration’. Then, click the blue box at the bottom of the page that says ‘Send for parent/guardian/carer signature.’



7. After you have submitted your details, EBP South will receive your completed form. We will then check the details, contact the employer and your parent/carer for their consent to confirm the placement. The placement will then appear on your dashboard.