



Como rexistrar un centro en eTwinning

Accede á páxina de ESEP. Fai click no despregable da dereita e pica en "My profile".





2) Na parte inferior, pulsa sobre *"Add organisation"* para rexistrar un centro en eTwinning.

	TEACH	ER eTwinning validated	QD 6 contacts
	Default	organisation: Servicio Nacional de Apoyo eTwinning INTEF	Editar perfil
Organisations	Más información	Proyectos	
ganisations (1)		Add organisat
	i		
Servicio Nacior eTwinning INTE	al de Apoyo		
ID:	42785		
Organization type:	School		
Situación de la vali eTwinning: eTwinning validated	dación		
Role in organisation:	Teacher		
Member since:	11.09.2023		
	Yes		
Por defecto:			
Por defecto: Status in organisation:	Member		





3) Na ventá que sae para engadir unha organización, a primeira sección que aparece é *"Search organization"*. Se desexamos rexistrar unha organización nova, o primeiro paso para iniciar o proceso é encher a información solicitada nesta sección:

Search by specifics (country	+ region + alternative region)	
Country	Region	Alternative region
Select country ~	Select region ~	Select region ~
Information about	t your role in the org	ganization
Information about Role in organisation Teacher	t your role in the org	ganization ~
Information about Role in organisation Teacher Subject(s) of teaching Mandatory if you did not complet	t your role in the org	yanization ~
Information about Role in organisation Teacher Subject(s) of teaching Mandatory if you did not complet Elija algunas opciones	t your role in the org	ganization ~
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4) Unha vez estea seleccionada a información de país e rexión, aparecerá un cadro de busca para centros existentes e, xusto debaixo, un enlace que permite iniciar o proceso de rexistro (*"Register a new organisation or school"*). Para continuar, fai clic sobre el:

Add orga	nisatior	n to profile	
Search org	anization	n region + alternative region)	
Country		Region	Alternative region
Spain	~	Madrid, Comunidad ~	Seleccionar región 🗸
Search organis	ntion Clear	r filters	







eTwinning

No seguinte paso, terás que completar a localización e enderezo da nova 5) organización.

Register on the European School Education Platform			
Create a new orga	nisation		
* indica que el campo es obligato	io		
Select organisation	уре		
- Select a value -	~		
Country * - Select a value - Region * Soloct a value	~		
- Select a value -	~		
- Select a value - Alternate region - None -	~		
- Select a value - Alternate region - None - Town *	✓		
Alternate region - None - Town * Address *			
Alternate region - None - Town * Address * Postal code			









A continuación, engade os detalles da organización (nome, número, nivel, 6) tipo de educación).

Legal name *			
School number			
Public name *			
ISCED level *			
Elija algunas opciones	~		
Education type *			
Elija algunas opciones	~		
3 Contact details *			
Contact visibility *		Contact language	
Colort o volvo		Elija algunas opciones	



7) Ademais, terás que completar os detalles do director/a do centro (nome, apelidos e correo electrónico) xunto co enderezo do perfil (descrición, correo electrónico, teléfono, área e páxina web).

ringinal first name *	
Introducir nombre	
Principal last name *	
Introducir apellido(s)	
Principal email *	
Introducir correo electrónico	
5. Profile informatio	on •
	Subir una imag
	Ŭ
	Solo un archivo. 10 MB límite.
	Tipos aceptados: p
Description *	
Añadir descripción	
1500 characters	
Email address	
Phone number	
Area	
- None -	~
Website	
Website URL	
Website Website URL This must be an external URL such	as







8) Tamén é posible, de maneira opcional, engadir información das redes sociais do centro. Pulsa *"Create organisation"* unha vez estea todo cheo.

•	
Facebook URL	
This must be an external URL such as http://example.com.	
Twitter profile	
Twitter URL	
This must be an external URL such as http://example.com.	
in LinkedIN profile	
Linkedin URL	
This must be an external URL such as http://example.com.	
7 Accreditation	
	Create organisation

Nota: A acreditación non estará dispoñible ata que o rexistro fose comprobado polas autoridades pertinentes.







9) Unha vez completada a información, aparecerá a seguinte mensaxe:



Nota: para validar a nova organización é necesario o visto e prace da correspondente comunidade autónoma.

10) Por último, deberás aceptar os dereitos e deberes de administrador e a responsabilidade legal sobre o centro creado e a información provista. É imprescindible marcar as dúas casas para que se active o botón *"Submit"* e poder completar o proceso.

nisation that currently doe first full member of this or	s not have an administrator and contact ganisation, you will be assigned these roles	
r responsibility, that I have submitted is true and valid	made all the necessary checks and that	•
e the legal right to represen ning context.	nt the organization and I'm assuming the	•
Submit		
	anisation that currently doe first full member of this on y responsibility, that I have submitted is true and valid e the legal right to represent ning context.	anisation that currently does not have an administrator and contact first full member of this organisation, you will be assigned these roles. y responsibility, that I have made all the necessary checks and that submitted is true and valid e the legal right to represent the organization and I'm assuming the nning context.

11) Finalmente, a páxina redirixirá ó teu perfil, onde verás esta mensaxe de confirmación se o proceso se completou correctamente. A nova organización aparecerá na túa sección *"Organisations"*.

