

You've changed schools, now what?

1) How to register a new school or organisation

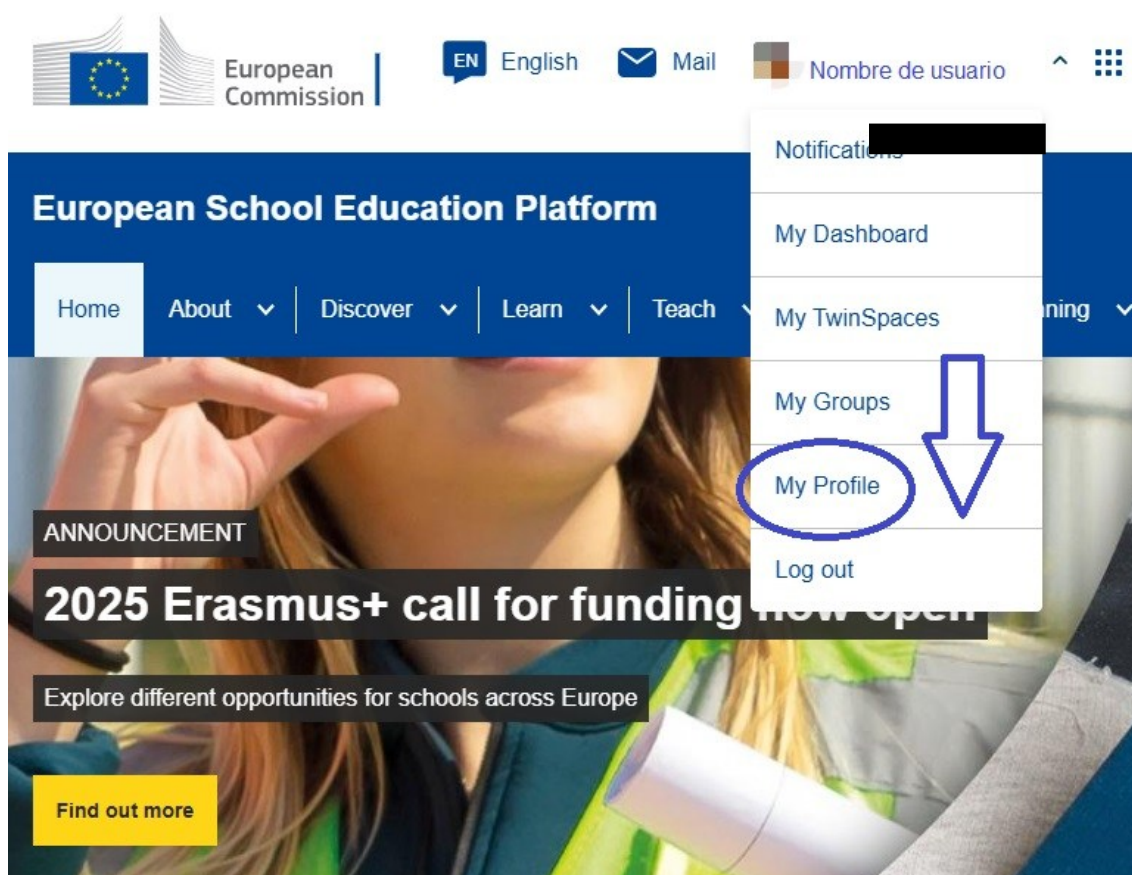


Figure 1. Screenshot showing the login session and user menu in ESEP. Created in-house (INTEF) from the website ESEP. CC BY SA License

Para comenzar, tras acceder a la web <https://school-education.ec.europa.eu/en>, selecciona “MI PERFIL” (“**My profile**”) en el menú desplegable. Once inside this section, scroll down to the “**ORGANISATIONS**” section and select the “**ADD ORGANISATION**” section, as shown in the following image.

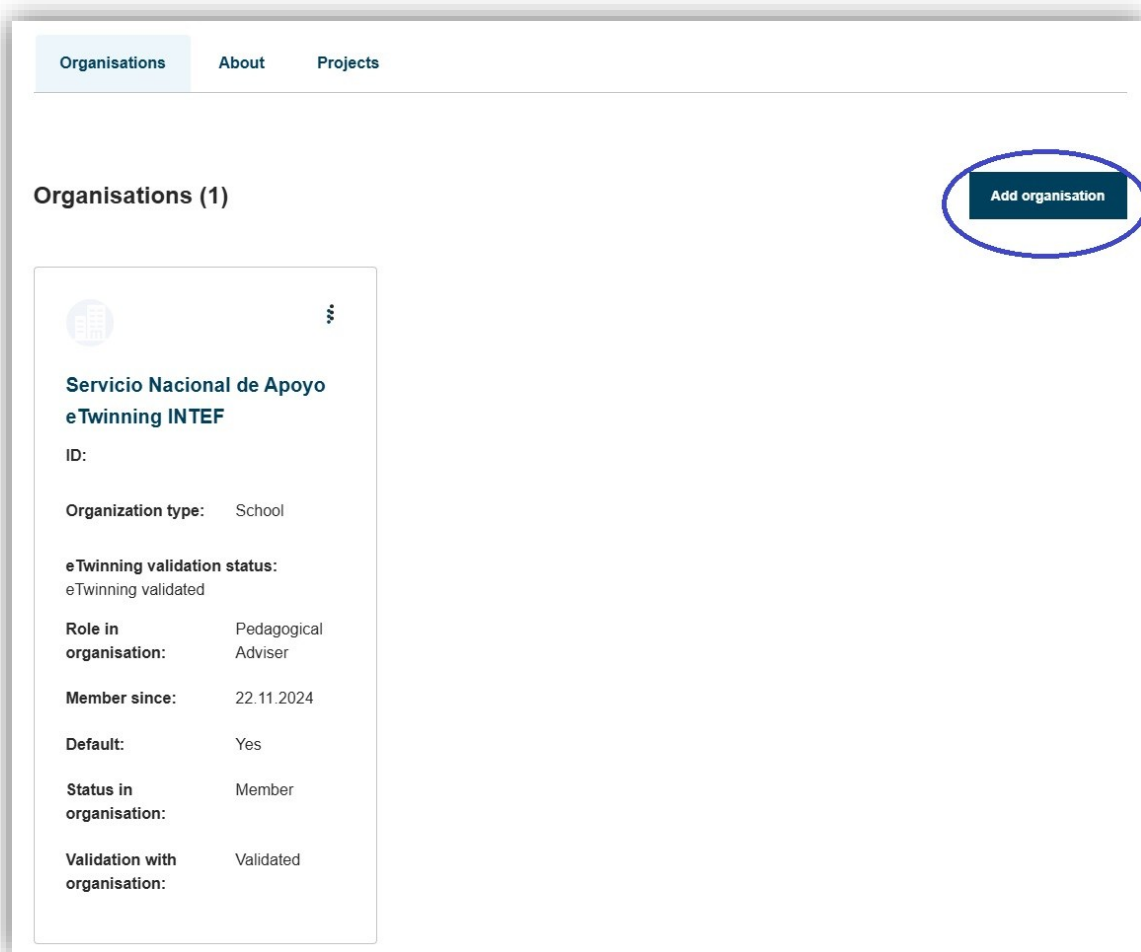


Figure 2. Screenshot showing the “add organisation” button in [ESEP](#).
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

Once you have selected this section, you must fill in the details of the school or organisation you want to add, the students’ age, the subjects you are interested in and your position at the school.

Add organisation

Add organisation to profile

Search organization
Search by specifics (country + region)
Please note that you'll only see organisation types that match the role you selected. Please choose from these options.

Country
Spain

Region

Search organisation

Clear filters

Organisation name *

Can't find your organisation or school? [Register a new organisation or school.](#)

Figure 3. Screenshot showing the school search engine.

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Your teaching practice

Subject(s) of teaching

Mandatory if you did not complete "Vocational subject(s) of teaching"

Select one or more options

Vocational subject(s) of teaching

Mandatory if you did not complete "Subject(s) of teaching"

Select one or more options

Age from

- None -

Age to

- None -

eTwinning

Connect with European colleagues with similar interest by joining eTwinning. Great choice! Joining eTwinning will allow you to connect with European colleagues with similar interests. Please complete the information below. After you submitted your request, your National Support Organisation will review your application.

☐ Apply for eTwinning

Back

Submit

Figure 4. Screenshot showing information to fill in on subjects, students' ages and participation in eTwinning.

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Note: If you have not previously registered with eTwinning, when you click on “**Submit**” to register your new school, you must accept the platform's terms and conditions and join eTwinning. If you have already registered with eTwinning before, you do not need to do this step.

Once you have accepted and completed this process, your profile will appear as shown in the image:

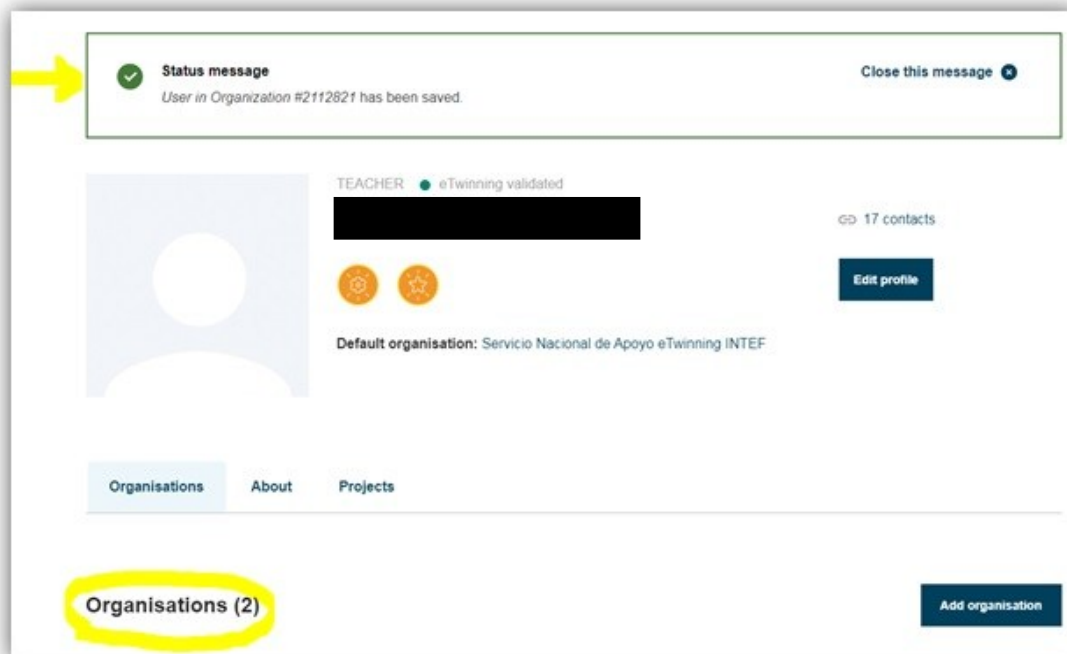


Figure 5. Screenshot showing information on the organisations associated with the teacher.

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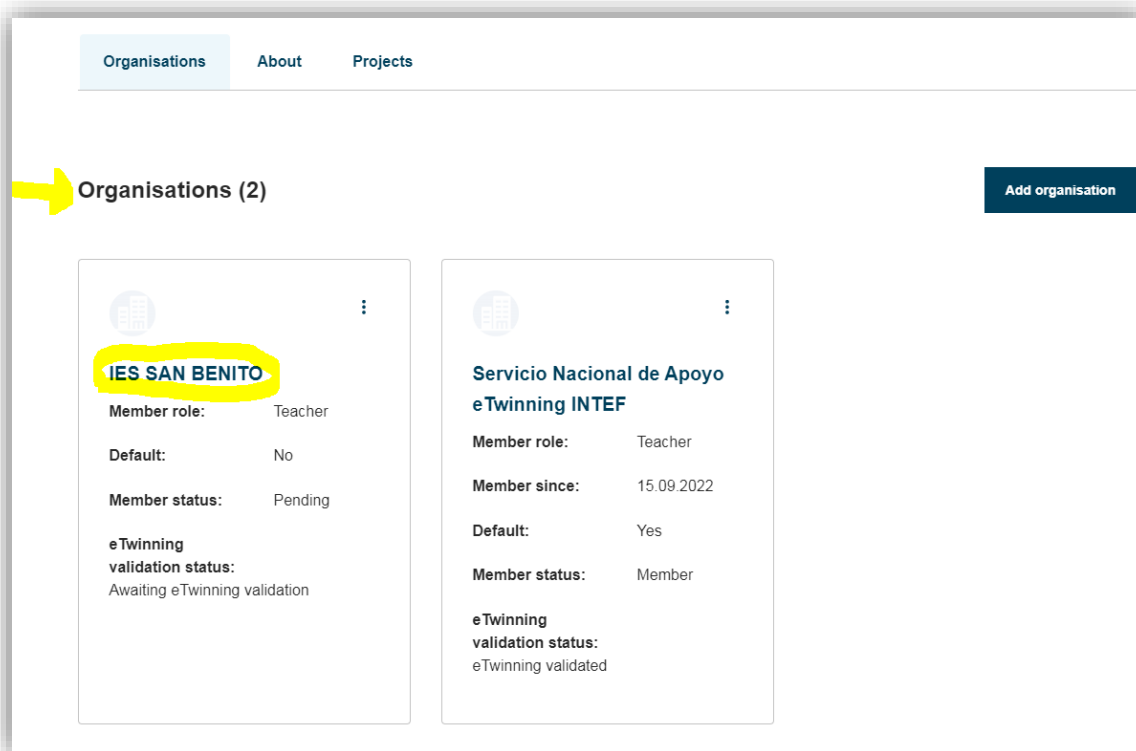


Figure 6. Screenshot showing information on the organisations associated with the teacher.

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As you will see in the last screenshot (example from IES San Benito), the status of your profile within the school appears as “**Awaiting eTwinning Validation**”, which means that your profile still needs to be validated. Remind your school's management that they will receive an email to confirm your registration request. Once confirmed, the eTwinning representative for your Autonomous Community will give the relevant approval and your validation will be done through the eTwinning SNA. After these steps, your profile will appear as “**eTwinning validated**”.

2) How to delete a school or organisation

To delete a school or organisation, you must log in from your ESEP account to your profile (“**MY PROFILE**”). Once there, you must select the school you want to delete and, in the drop-down menu (marked in yellow), click on the option “**LEAVE ORGANISATION**”.

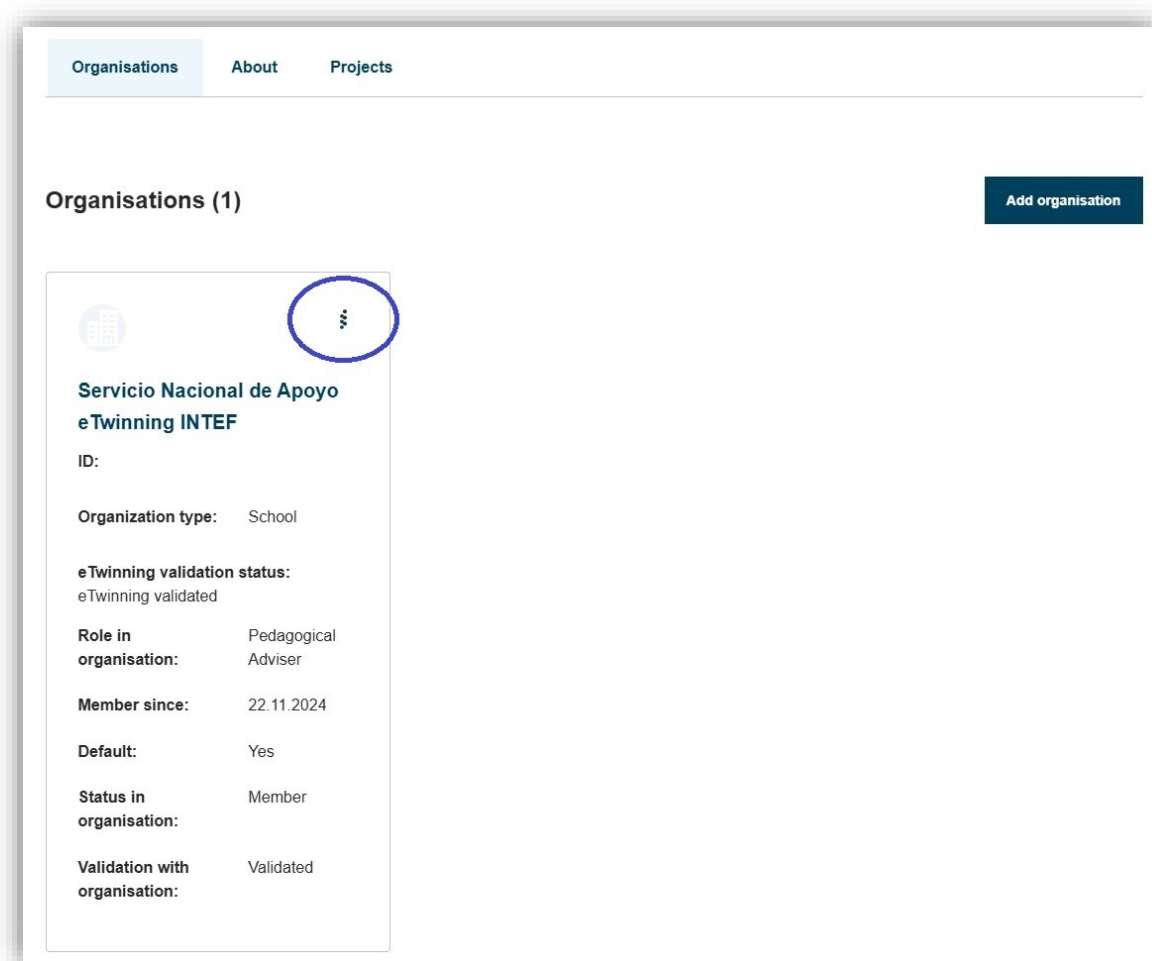


Figure 7. Screenshot showing where the menu for deleting a school or organisation opens.

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Organisations About Projects

Organisations (1)

Add organisation

Edit Role

Leave organisation

Servicio eTwinning

ID:

Organization type: School

eTwinning validation status:
eTwinning validated

Role in organisation: Pedagogical Adviser

Member since: 22.11.2024

Default: Yes

Status in organisation: Member

Validation with organisation: Validated

Figure 8. Screenshot showing the button to delete a school or organisation.

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Note: You can also use the “**SET DEFAULT**” option to choose that school as the default. There is also an “**EDIT ROLE**” option, which you can use when you want to change the role you had previously selected at the school (e.g. change the role of “**Teacher**” to “**Director**” or “**Pedagogical Advisor**”).

Finally, check the “**ORGANISATIONS**” section in your profile again, where you can see that the school you had selected has been successfully removed.

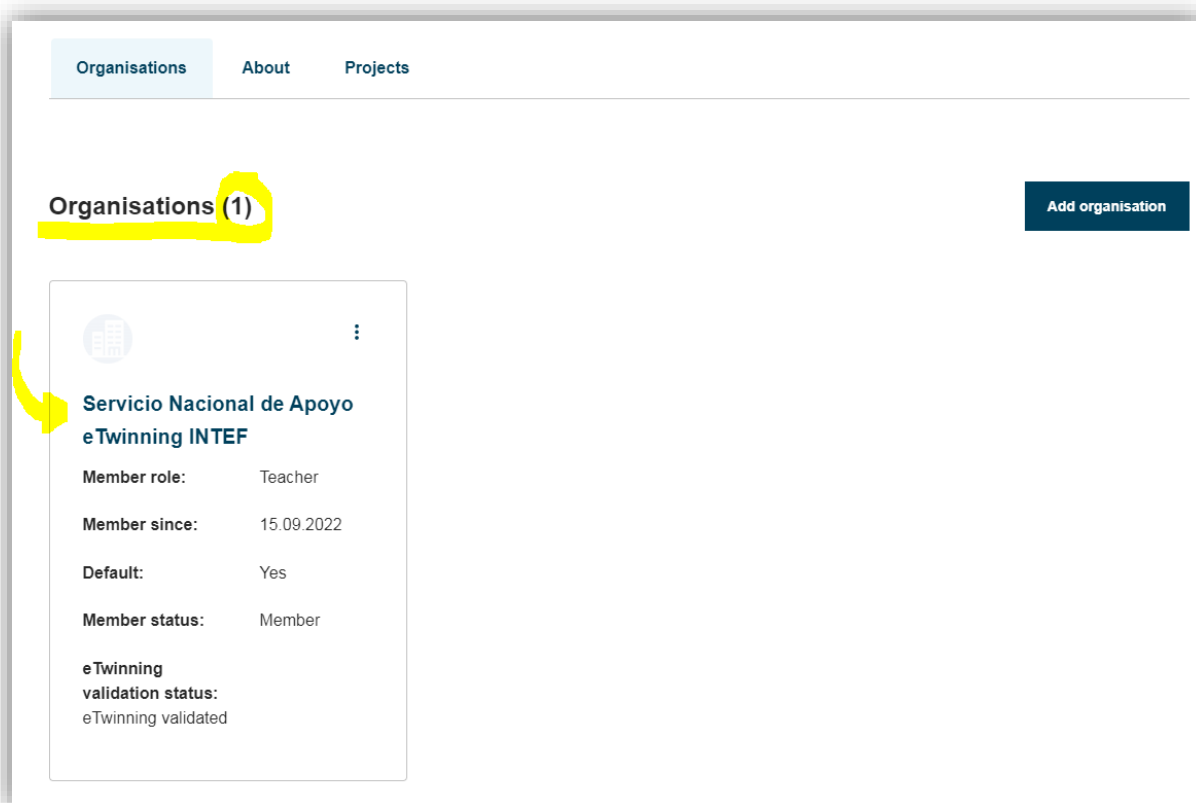


Figure 9. Screenshot showing information about the organisations associated with the teacher after deleting one of them.

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