

WWW.ETWINNING.NET

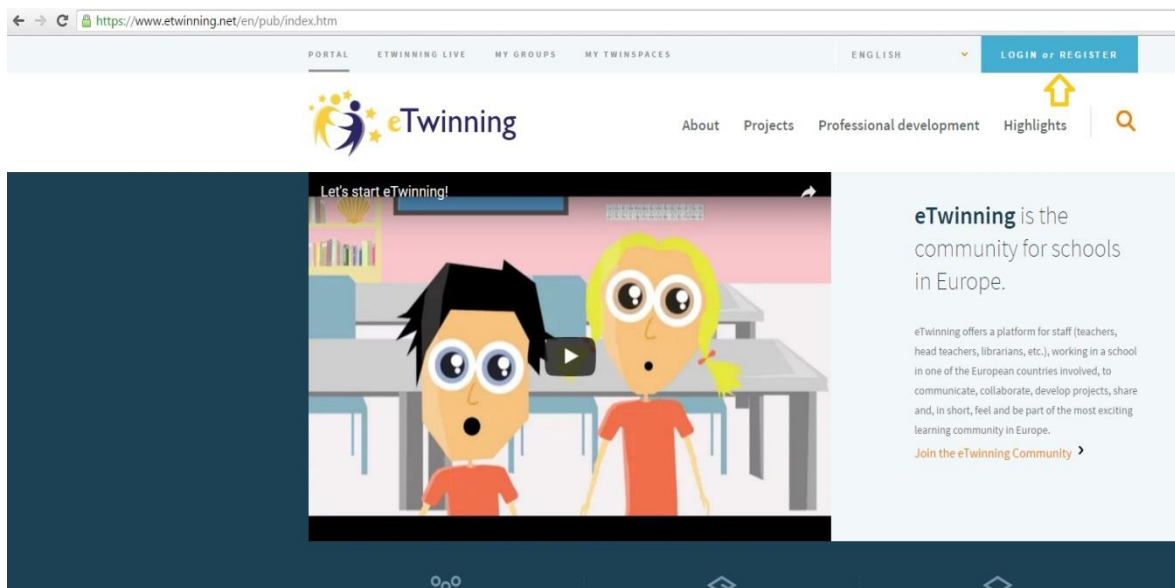
QUICK START GUIDE

This is a quick start guide to help you understanding:

- How to register on the eTwinning portal
- How to add a contact (UK NSS)
- How to check your notifications
- How to find a partner

HOW TO REGISTER ON THE ETWINNING PORTAL

1. Go to the website: <https://www.etwinning.net/en/pub/index.htm>
2. Go to the top right corner and click on the blue button “**Login or Register**”

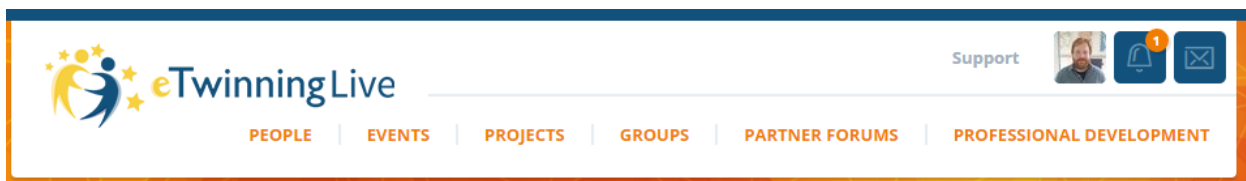


3. Follow the instructions and fill in the fields with your details
4. Once the team has checked your details you will receive an email confirmed you are registered with full access to the portal.

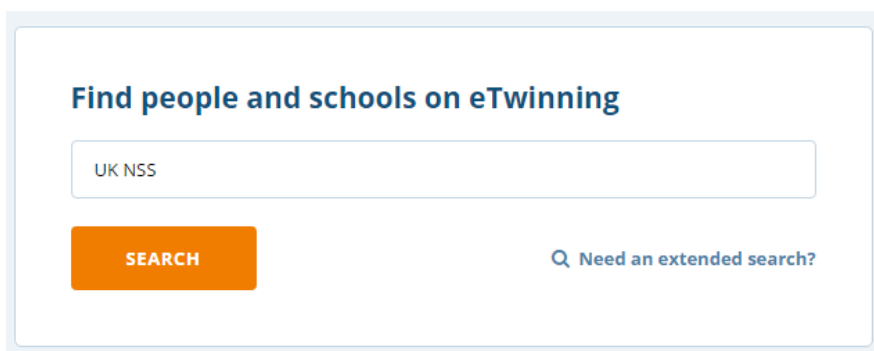
HOW TO ADD A CONTACT

If you already know someone you want to connect with on the eTwinning – why don't you add the UK eTwinning team as your first contact? Go to:

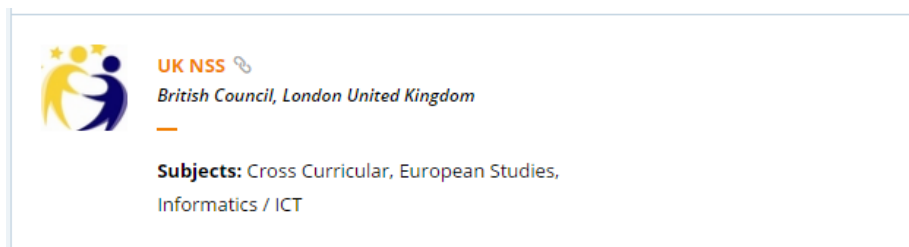
1. The People tab



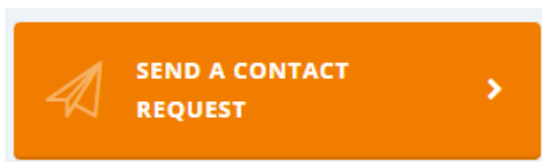
2. Search for **UK NSS**.



3. Scroll down and click on the correct result.



4. Send us a contact request.

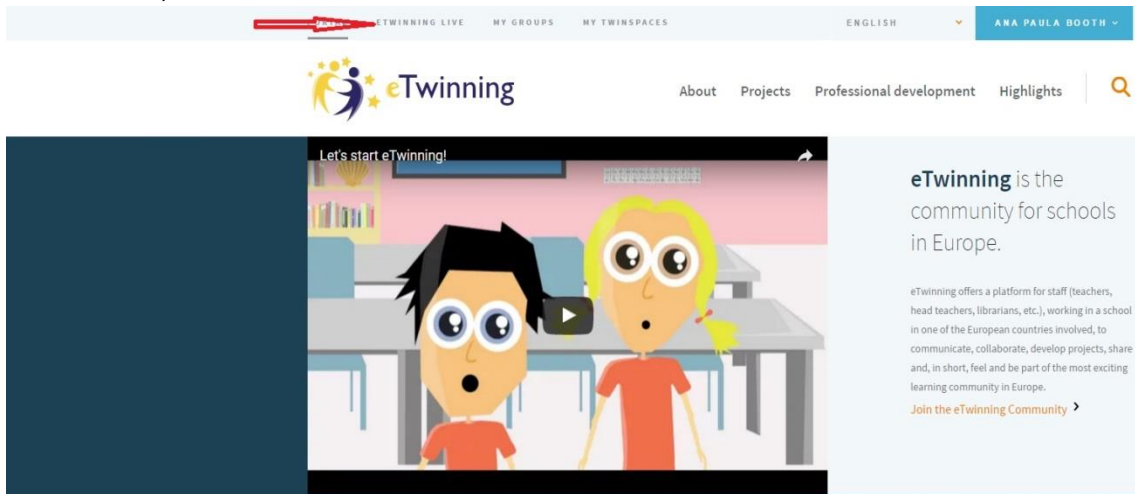


HOW TO CHECK YOUR NOTIFICATIONS

Once registered you will receive the welcome message from the eTwinning team confirming you are registered. After receiving this message please make sure you login into your profile and check your notifications. To do so, please follow the steps below:

1. Go to the portal: <https://www.etwinning.net/en/pub/index.htm>
2. Login with your **Username** and **Password**

3. Click on “eTwinning Live” on the top of the main page (indicated by the red arrow below)



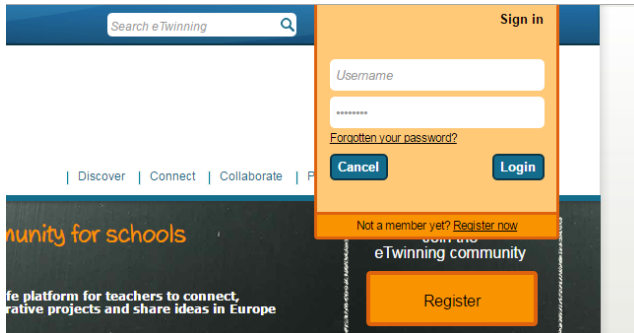
4. Once within your profile page, check the bell sign on the top right of your screen (as indicated by the yellow arrow below)



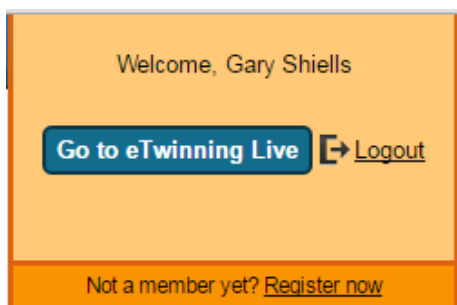
5. Click on the bell and please accept the request from UK NSS to have you as their contact

HOW TO FIND A PARTNER

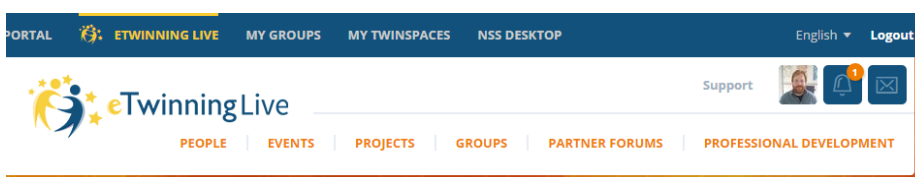
1. Log into eTwinning at eTwinning.net



2. Click **Go to eTwinning Live**.



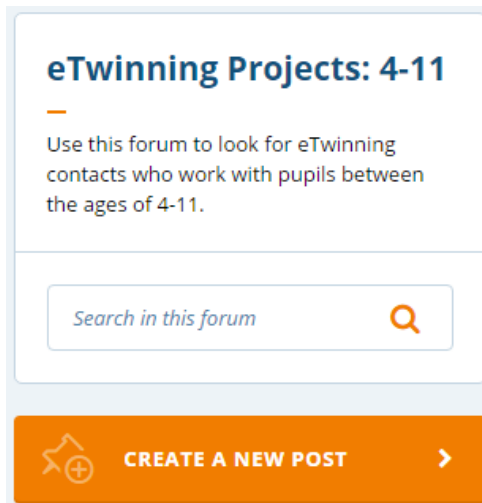
3. Click on the Partner Forum options in the top menu tab.



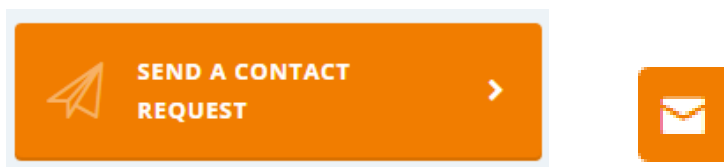
4. Click on the most suitable age category.



5. Search the forum posts by keyword, or create a new post and describe the kind of project you would like to do.



6. If you find meet a potential partner in the forum, click on their name to open their profile page. From here you can **send a contact request** or a **private message**.



7. Now that you have a contact you can set up a project together, or be invited by them to join their pre-existing project.