## **European School Education Platform Support**

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## How to change your default school/organisation

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Users can set a 'default organisation', which is especially relevant for eTwinners that want to publish a project idea or start or join a project.

You can change your default school as follows (if you have at least 2 organisations):

- 1. Go to 'My profile' by clicking on your name in the top-right
- 2. Open the 'Organisations' tab if it's not already opened
- $3. \ \ \, \mbox{On an organisation, click on the three dots to open a menu$
- 4. Click on 'Set default'



If this option is not available for you and you have at least two organisations, please:

- contact your National Support Organisation if you're an eTwinner
- contact the central helpesk if you are not an eTwinner
- Tags
- <u>eTwinning</u>