

IEW Operation

Po Ting Lin

Associate Professor at National Taiwan University of Science and Technology

Co-PI of the IE2.0 Project

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Guideline

- **1. Login**
- **2. Information Maintenance**
- **3. Register for IEW member**
- **4. Operate**

1.Login

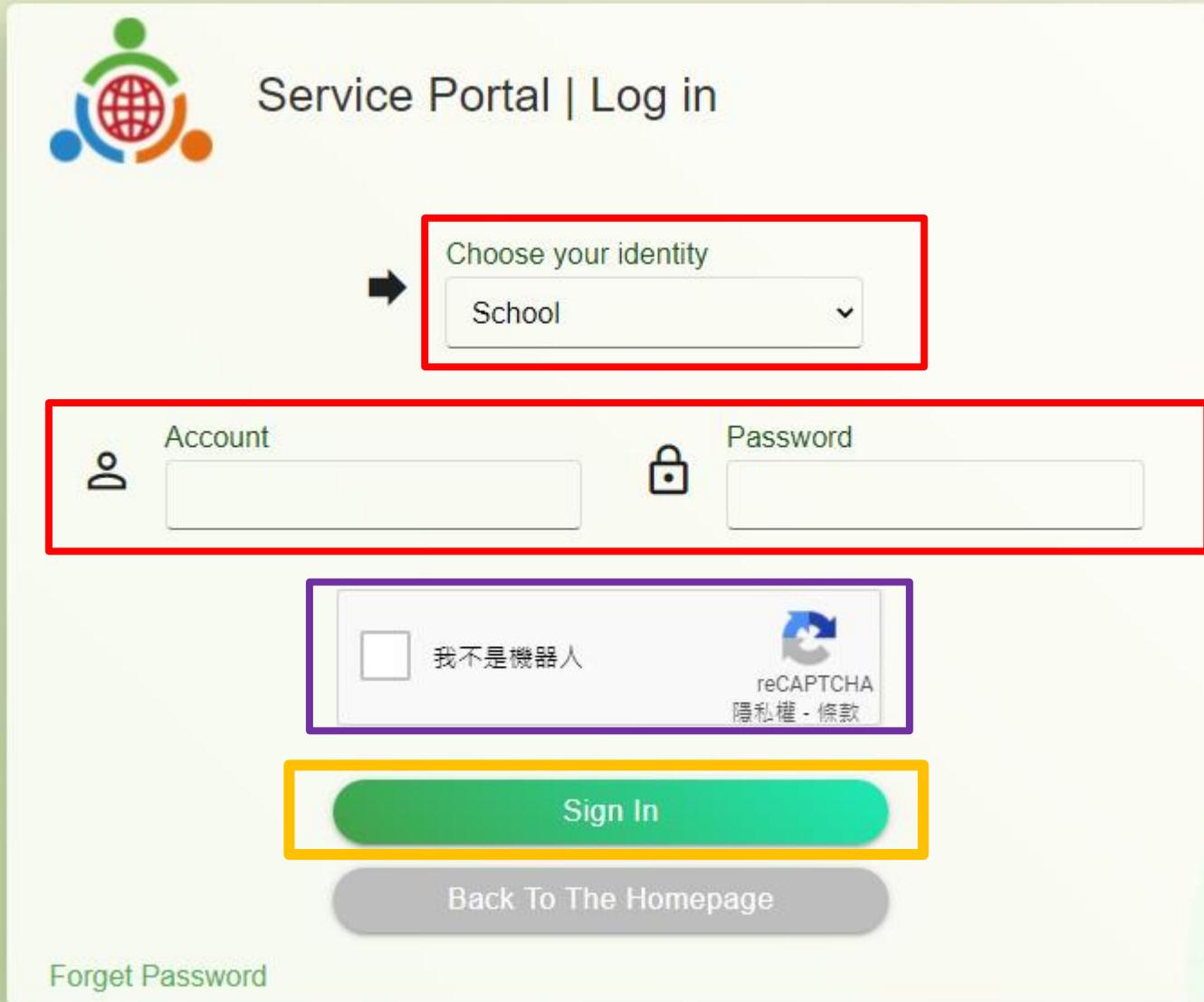
The screenshot shows a web browser window with the URL ietw2.edu.tw/eng/include/. The page features a navigation menu with links for "About IE2.0", "FAQ", "Contact Us", and "Log In". The "Log In" link is highlighted with a yellow box. Below the navigation menu, the page displays the logo for "International Education 2.0 for Primary and Secondary Schools" and the text "Ministry of Education, Republic of China (Taiwan)". A red box highlights the "Log In" link in the navigation menu, with a red arrow pointing to it. Below the navigation menu, there is a section titled "International Exchange Window" with the text "Learn more..." and an illustration of people holding signs that say "HELLO", "OLA", "POWBIET", "OLA", "ALOHIA", and "BUNA".

➔ Visit "International Education 2.0"

➔ Click "Login"



Login



The screenshot shows the login interface of a Service Portal. At the top left is a logo with a globe and three stylized figures. The text 'Service Portal | Log in' is displayed. Below this is a dropdown menu labeled 'Choose your identity' with 'School' selected. A red box highlights this dropdown and the 'Account' and 'Password' input fields below it. The 'Account' field has a 'Do' icon to its left. The 'Password' field has a lock icon to its left. Below the input fields is a reCAPTCHA section with a checkbox labeled '我不是機器人' (I am not a robot) and the reCAPTCHA logo. A green 'Sign In' button is highlighted with a yellow box, and a grey 'Back To The Homepage' button is below it. At the bottom left, there is a link for 'Forget Password'.

Service Portal | Log in

Choose your identity

School

Account

Password

Do

我不是機器人

reCAPTCHA
隱私權 - 條款

Sign In

Back To The Homepage

Forget Password

- Choose your **identity**
- Key in **Account** and **Password**
(from MOE's overseas offices)
- Check "I'm not robot"
- Click "Sign in"

Forget Password

Service Portal | Log in

Forget Password?

Please fill in the E-mail address that is consistent with the one in the account information.

[Submit](#) [Close](#)

我不是機器人

reCAPTCHA
隱私權 - 條款

[Sign In](#)

[Back To The Homepage](#)

[Forget Password](#)

- Login
- “Forget Password”
- Key in **“Mail Address”**
- Follow the steps written in the mail

*Did not get the mail?

- (1) Check spam folder
- (2) Connect **MOE’s overseas offices** to ask for help

2.Information Maintenance

Menu → Information Maintenance → School Information

The screenshot shows the 'International Education 2.0' interface. On the left, a teal sidebar menu contains the following items: 'MENU', 'Information Maintenance' (with a dropdown arrow), 'Account Information', 'School Information' (highlighted with a red box), 'Register For IEW Member' (with a right arrow), and 'Exchange School Matching' (with a right arrow). The main content area displays a form with six input fields, each highlighted with a green border. The fields are: 'IEW Contact Person' (with a dropdown menu showing 'Mr.'), 'Family Name of IEW Contact Person', 'First Name of IEW Contact Person', 'Job Title of IEW Contact Person', 'Contact Number of IEW Contact Person', and 'IEW Contact Person Email'.

→ Please fill in information above to **make IEW forms fill in these details automatically**

*Please fill in forms in **English**

(**EX: Ben Bush/ Miyazaki Yuki**)

*Contact information : **Official** phone number/mail

Agree “Data Collection Agreement for International Exchange Window”

International Education 2.0

MENU

Information Maintenance

- Register For IEW Member
- General Exchange Program
- JP-TW Educational Trip Program
- Exchange School Matching

Data Collection Agreement for International Exchange Window

Welcome to the International Exchange Window (IEW) for the International Education 2.0 for Primary and Secondary Schools (IETW2) of the Ministry of Education (MOE), Taiwan. This agreement with the MOE, Taiwan is for the purpose of implementing the data collection service.

Please read the following contents and click the agree button. The action of clicking the agree button indicates that you and your institution have read, understood and accepted the contents set forth in the agreement.

1. IETW2 will collect your or the contact person's personal data, including name, gender, job title, office phone number, office Email address, etc. The collected information mentioned above will be shown in the account system of IETW2 for the use of communicating for the arrangement of international educational exchange activities.
2. You or the contact person has the obligation to take good care of the collected information in any form, such as data, words, photos, images, music, audio, videos, software, links, and websites.
3. MOE has the authorization to view, access, process, and use the collected information and items mentioned above as reference of decision making.
4. IETW2 is a platform for matching international educational exchange activities for primary and secondary schools between Taiwan and foreign countries. Any improper usage of the platform, such as commercial activities, account lending, and account transferring to others, is strictly prohibited.

Agree

ber > General Exchange Program

file 1 to file 4 , 4 in total

operate

Edit	Delete	Eye

3. Register for IEW member

International Education 2.0

MENU

- Information Maintenance >
- Register For IEW Member
- General Exchange Program
- JP-TW Educational Trip Program
- Exchange School Matching >

General Exchange Program

Home > Register For IEW Member > General Exchange Program

School Information

- + Inbound Exchange Activities
- + Outbound Exchange Activities
- + Online Activities For International Exchanges

(1) School Information is required.

School Information

- + Inbound Exchange Activities
- + Outbound Exchange Activities
- + Online Activities For International Exchanges

➤ Menu → Register for IEW member

*General Exchange Program

*JP/KR-TW Educational Trip Program

➤ **School Information** is required.

➤ Please choose the form based on the school's need.

➤ Please fill in the forms in **English.**

Fill in the form (EX: School Information)

學校基本資料
School Information

請用英文填寫 (Please fill in the form in English)

1. 學校名稱
(The full name of school)

2. 學校層級
(School level)

小學(Primary/ Elementary school)
 國中(Junior High School)
 普通型高中 (General high school)
 技術型高中 (Technical senior high school)
 綜合型高中 (Comprehensive school)
 跨教育層級學校 (Cross education level school)

3. 學生年級
(Student grade level)

可複選 Multiple choices are accepted.

<input type="checkbox"/> 1年級 Grade 1	<input type="checkbox"/> 2年級 Grade 2
<input type="checkbox"/> 3年級 Grade 3	<input type="checkbox"/> 4年級 Grade 4
<input type="checkbox"/> 5年級 Grade 5	<input type="checkbox"/> 6年級 Grade 6
<input type="checkbox"/> 7年級 Grade 7	<input type="checkbox"/> 8年級 Grade 8
<input type="checkbox"/> 9年級 Grade 9	<input type="checkbox"/> 10年級 Grade 10
<input type="checkbox"/> 11年級 Grade 11	<input type="checkbox"/> 12年級 Grade 12

➡ Please fill in the forms in **English.**

➡ 儲存(Save)

Save your progress.

➡ 送出(Submit)

Submit your form.

儲存(Save)

送出(Submit)

4. Operate

General Exchange Program

[Home](#) > [Register For IEW Member](#) > General Exchange Program

+ Inbound Exchange Activities

+ Outbound Exchange Activities

+ Online Activities For International Exchanges

- (1) School Information is **required**.
- (2) Please choose the form based on the school's need.
- (3) Please fill in the forms in English.

file 1 to file 1 , 1 in total

ms	School	Condition	Update Time	Operate
ool Information		draft		 Edit  Delete  View

Operate

 Edit  Delete  View

➔ **Condition** : draft, submitted etc.

➔ **Edit** : Edit your form.

➔ **Delete** : Delete your progress.

➔ **View**: View your progress and print to PDF.

4-1 Edit

#	Forms	School	Condition	Update Time	Operate
1	School Information		draft		

➔ Draft: edit the form.

➔ 儲存(Save)→Remember to save your progress.

學校基本資料
School Information

請用英文填寫 (Please fill in the form in English)

1. 學校名稱
(The full name of school)

2. 學校層級
(School level)

小學(Primary/ Elementary school)
 國中(Junior High School)
 普通型高中 (General high school)
 技術型高中 (Technical senior high school)
 綜合型高中 (Comprehensive school)
 跨教育層級學校 (Cross education level school)

3. 學生年級
(Student grade level)

可複選 Multiple choices are accepted.

儲存(Save) 送出(Submit)

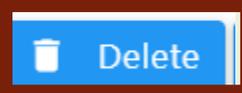
4-2 View

ns	School	Condition	Update Time	Operate
ool Information		draft		Edit Delete View

- View your progress.
- Click 「列印(Print)」
- ➔ Print to PDF.

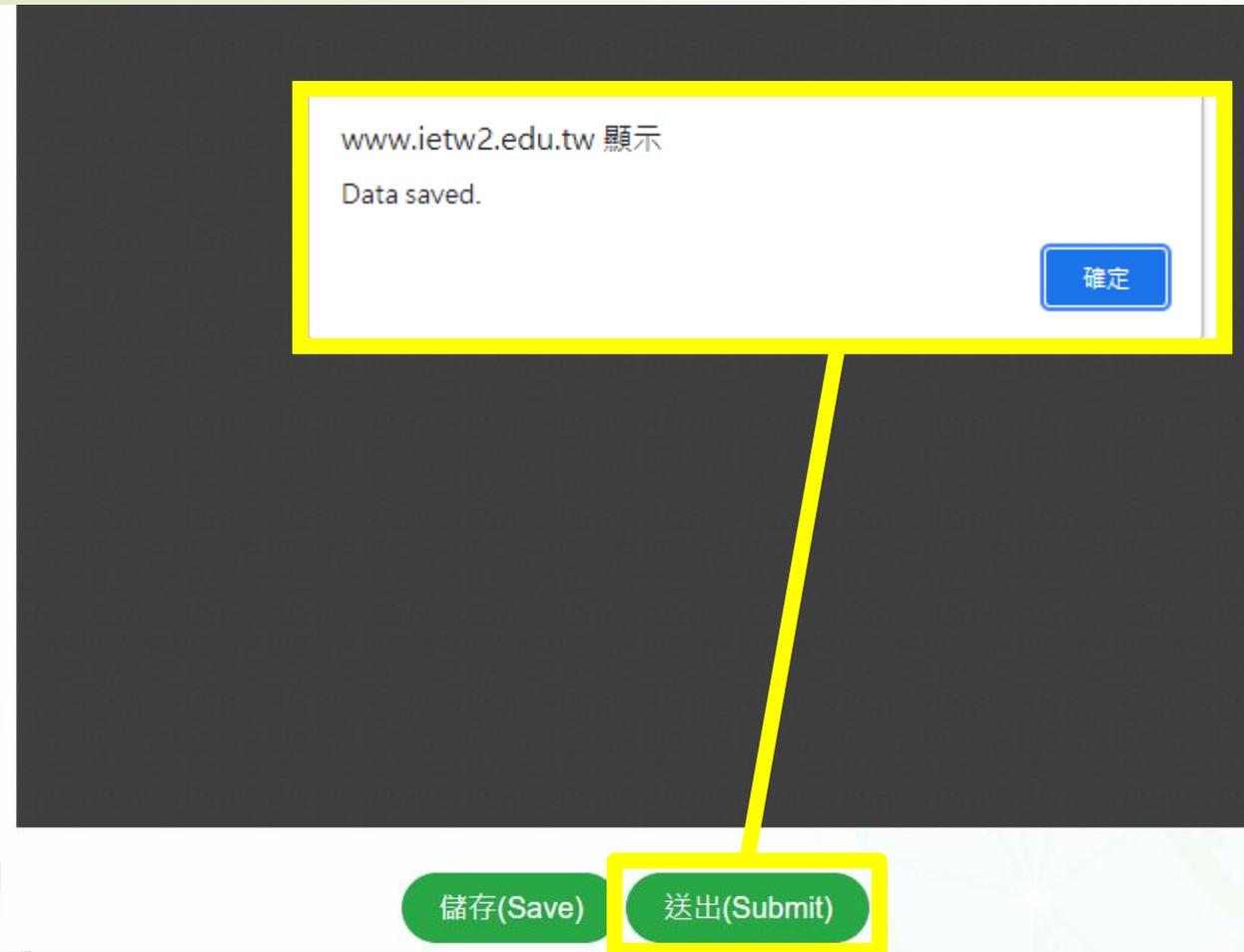
學校基本資料 School Information	列印(Print)
請用英文填寫 (Please fill in the form in English)	

4-3 Delete

#	Forms	School	Condition	Update Time	Operate
1	School Information		draft		 Edit  Delete

- Delete your progress.
- **You have to fill your form again from the start.**

4-4 Submit



- Submit: Once you finished filling in your form, submit it.
- MOE's oversea offices can check your form.

4-5 after submitting

#	Forms	School	Condition	Update Time	Operate
1	School Information		submitted		 Edit  Delete 

- Wait for Exchange school matching.
- You can delete your forms after submitting your form.
- ➔ You have to **start the process again.**