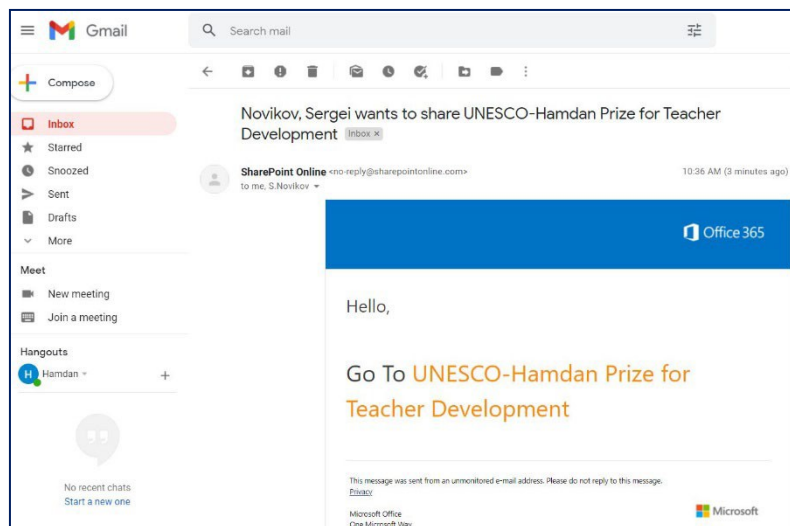


## UNESCO-Hamdan Prize for Teacher Development / Prix UNESCO-Hamdan pour le développement des enseignants

# User's Guide

### 1. Accessing the platform

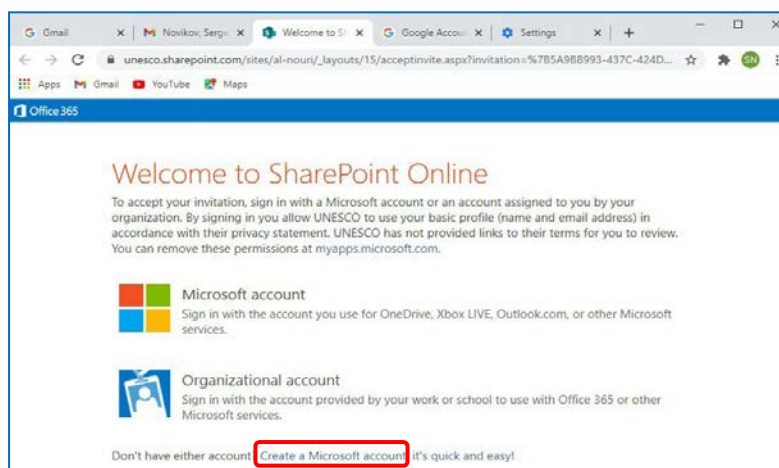
When invited by the Secretariat, a user receives the following message to his/her registered email address:



Note:

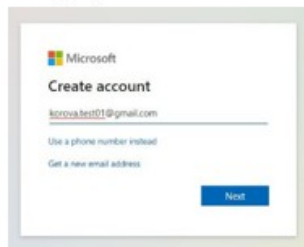
1. Gmail is used here as an example. The procedure is the same for any other email service provider.
2. If you don't see such an invitation in the Inbox, please check your Spam folder.

Click on the provided link and then on “Create a Microsoft account”



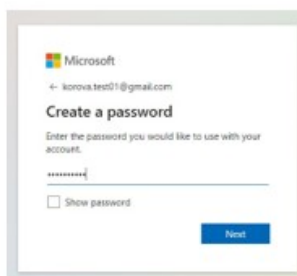
On the next three screens:

1. Enter your registered email address (which becomes your login):



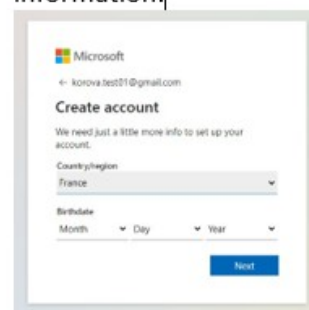
Microsoft  
Create account  
korova.test01@gmail.com  
Use a phone number instead  
Get a new email address  
Next

2. Create your password:



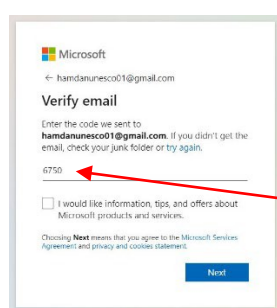
Microsoft  
korova.test01@gmail.com  
Create a password  
Enter the password you would like to use with your account.  
Show password  
Next

3. Provide additional account information:

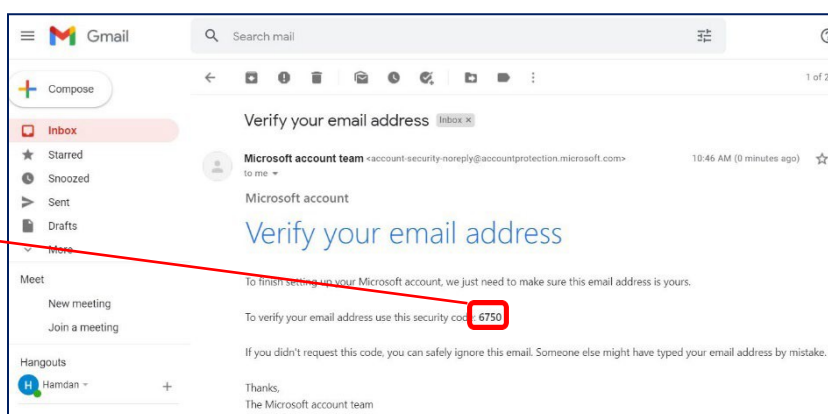


Microsoft  
korova.test01@gmail.com  
Create account  
We need just a little more info to set up your account.  
Country/region: France  
Birthdate: Month, Day, Year  
Next

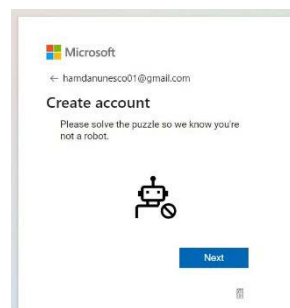
You will then be requested to confirm your email address:



Microsoft  
hamdanunesco01@gmail.com  
Verify email  
Enter the code we sent to hamdanunesco01@gmail.com. If you didn't get the email, check your junk folder or try again.  
6750  
I would like information, tips, and offers about Microsoft products and services.  
Next



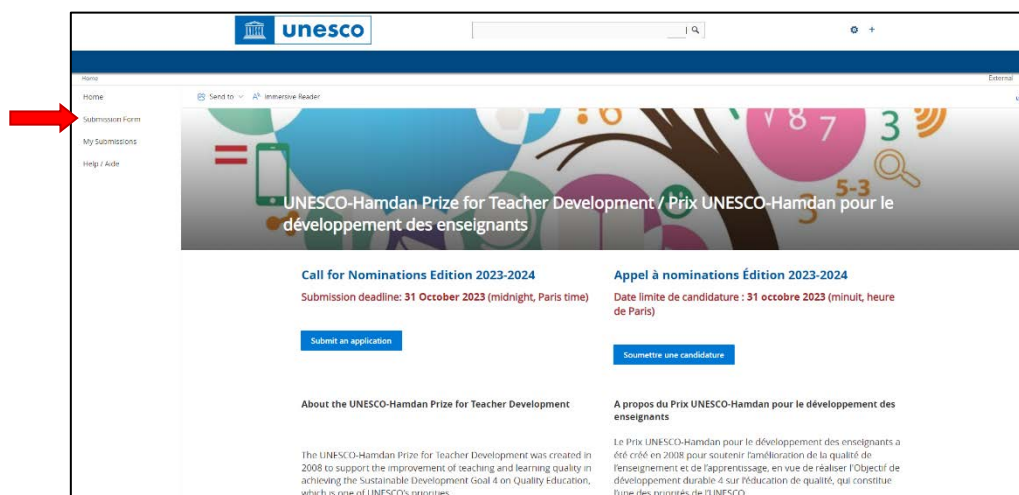
... and to prove that you are not a robot:



Microsoft  
hamdanunesco01@gmail.com  
Create account  
Please solve the puzzle so we know you're not a robot.  
Next

## 2. Submitting an application

After that (upon clicking on “Done”), you will arrive at the platform. Click on “Submission Form”:



On the next screen, you will see the application form. Open the different sections by clicking on each of them:

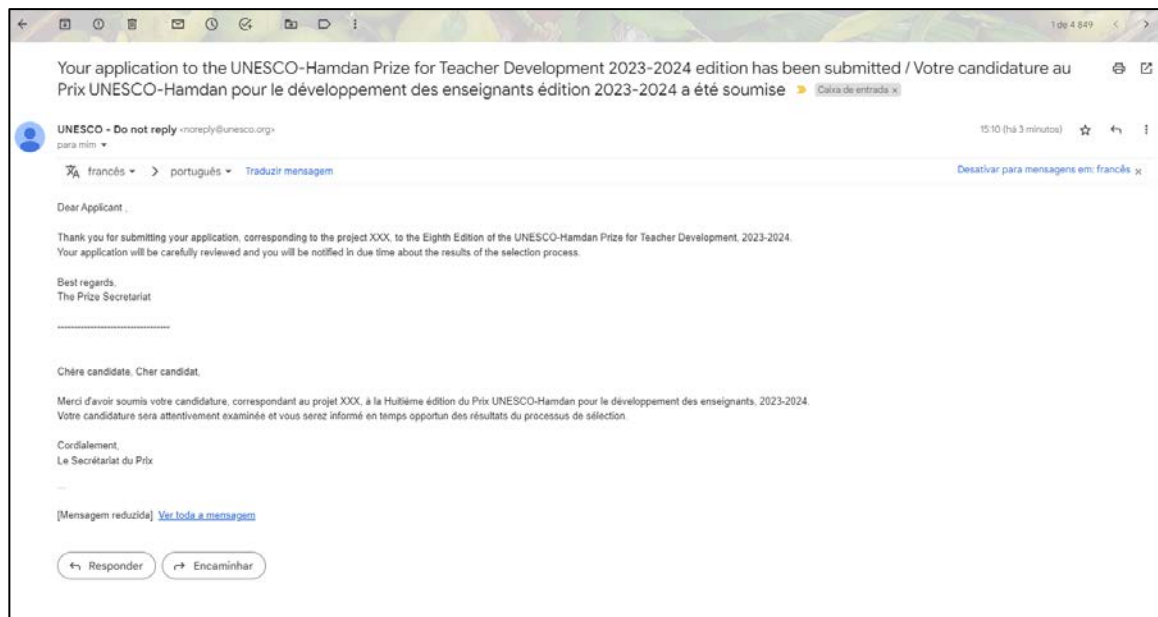
The screenshot shows the main menu of the UNESCO-Hamdan Prize Application Form. The page title is "UNESCO-Hamdan Prize for Teacher Development Application Form". On the left, there is a navigation menu with links: Home, Submission Form, My Submissions, and Help / Aide. The main content area displays a list of sections, each with a plus icon to its right. A red arrow points to the first section, "General Information (all fields are mandatory) / Informations Générales (Tous les champs sont obligatoires)". The other sections are "Project Information (all fields are mandatory) / Informations sur le projet (Tous les champs sont obligatoires)", "Supporting Materials (must be submitted in French or English ONLY) / Documents d'appui à la candidature (doivent être soumis en français ou en anglais UNIQUEMENT)", "Nomination (all fields are mandatory) / Nomination (Tous les champs sont obligatoires)", and "Submission / Soumission". At the bottom right, there are "Save" and "Cancel" buttons.

The screenshot shows the "General Information" section of the application form. The section title is "General Information (all fields are mandatory) / Informations Générales (Tous les champs sont obligatoires)". Below the title, there are several form fields: "Name of project/ Nom du projet \*", "Name of the organization/ Nom de l'organisation \*", "Type of organization / Type d'organisation \*", and "Description of the organization / Description de l'organisation \*". The "Type of organization" field has a dropdown menu with the following options: "Government / Gouvernement", "International organization / Organisation internationale", "Civil society organization / Organisation de la société civile", "Private sector / Secteur privé", "Academic or research institution / Institution universitaire ou de recherche", and "Education institution / Établissement d'enseignement". The "Description of the organization" field is a text area. At the bottom right, there are "Save" and "Cancel" buttons.

After filling in all required fields, click “Save” to officially submit your application form:

The screenshot shows the "Submission" section of the application form. The section title is "Submission / Soumission". Below the title, there is a checkbox labeled "I submit my application and I agree to the following terms and conditions (Je soumetts ma candidature et j'accepte les termes et conditions suivants)". Below the checkbox, there is a "CAUTION:" section with the following text: "All mandatory fields must be completed prior to submission.", "All indicated fields must comply with the listed requirements in the icon.", and "You will not be able to modify your application after submission." Below the "CAUTION:" section, there is an "ATTENTION:" section with the following text: "Tous les champs obligatoires doivent être complétés avant la soumission de votre candidature.", "Tous les champs indiqués doivent contenir les informations requises détaillées dans l'icône", and "Vous ne pourrez pas modifier votre candidature après la soumission." At the bottom right, there are "Save" and "Cancel" buttons. A red arrow points to the "Save" button.

When you receive an automatic email confirming the successful submission of your application, the process has been finalized:



After submitting your application, you will not be able to make any further modifications to it. Nonetheless, you may consult the form you filled in by clicking on “My Submissions”:

