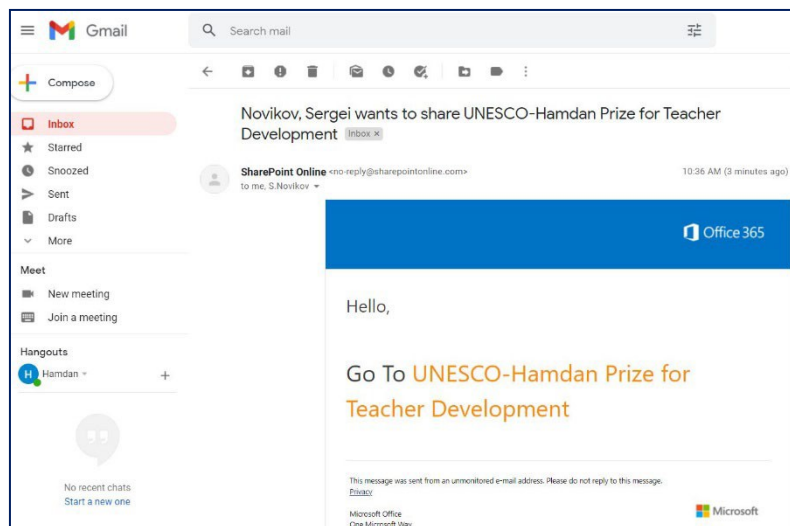


UNESCO-Hamdan Prize for Teacher Development / Prix UNESCO-Hamdan pour le développement des enseignants

User's Guide

1. Accessing the platform

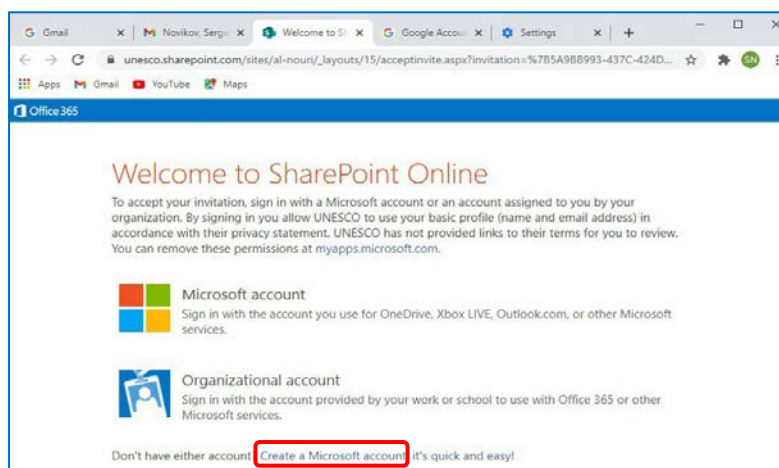
When invited by the Secretariat, a user receives the following message to his/her registered email address:



Note:

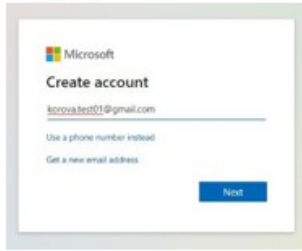
1. Gmail is used here as an example. The procedure is the same for any other email service provider.
2. If you don't see such an invitation in the Inbox, please check your Spam folder.

Click on the provided link and then on "Create a Microsoft account"

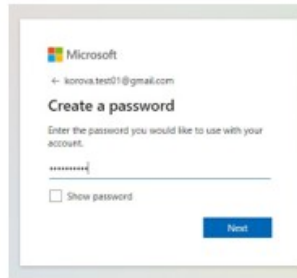


On the next three screens:

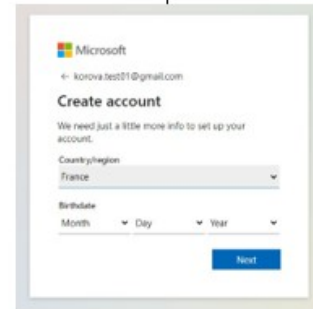
1. Enter your registered email address (which becomes your login):



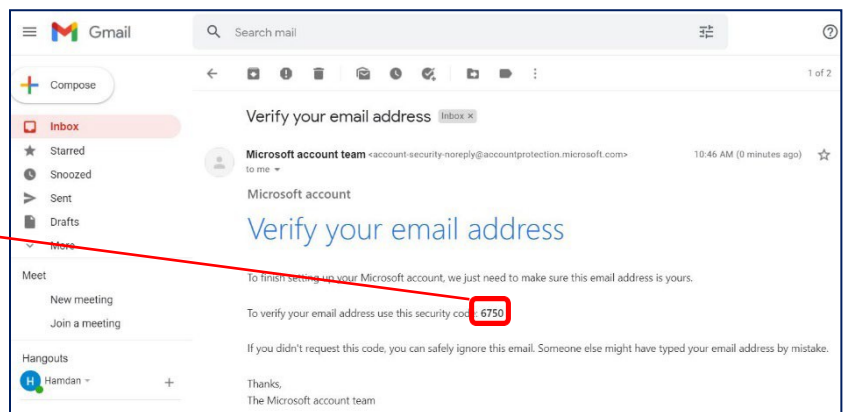
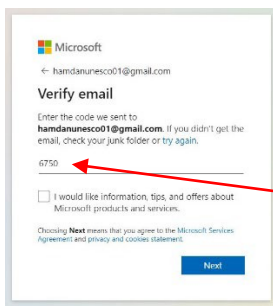
2. Create your password:



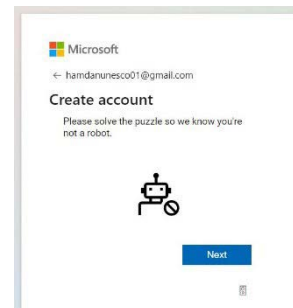
3. Provide additional account information:



You will then be requested to confirm your email address:

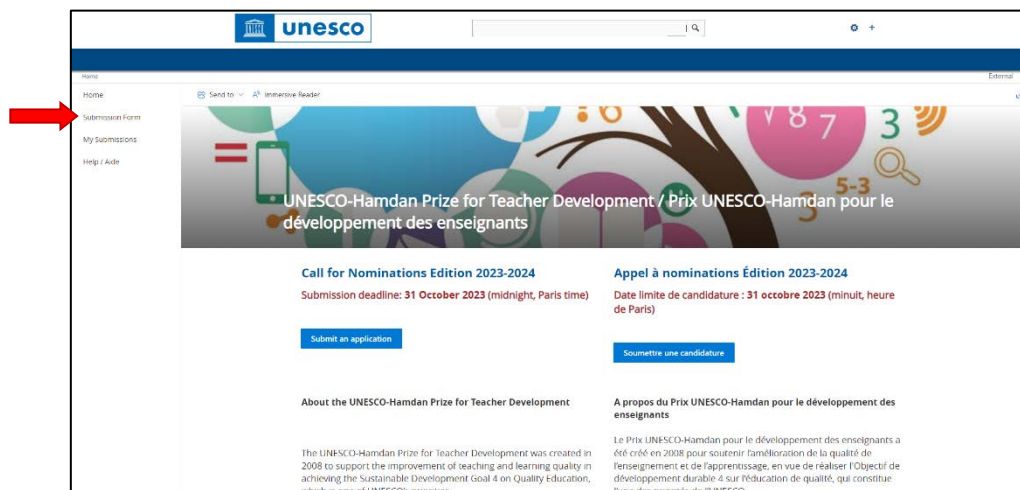


... and to prove that you are not a robot:

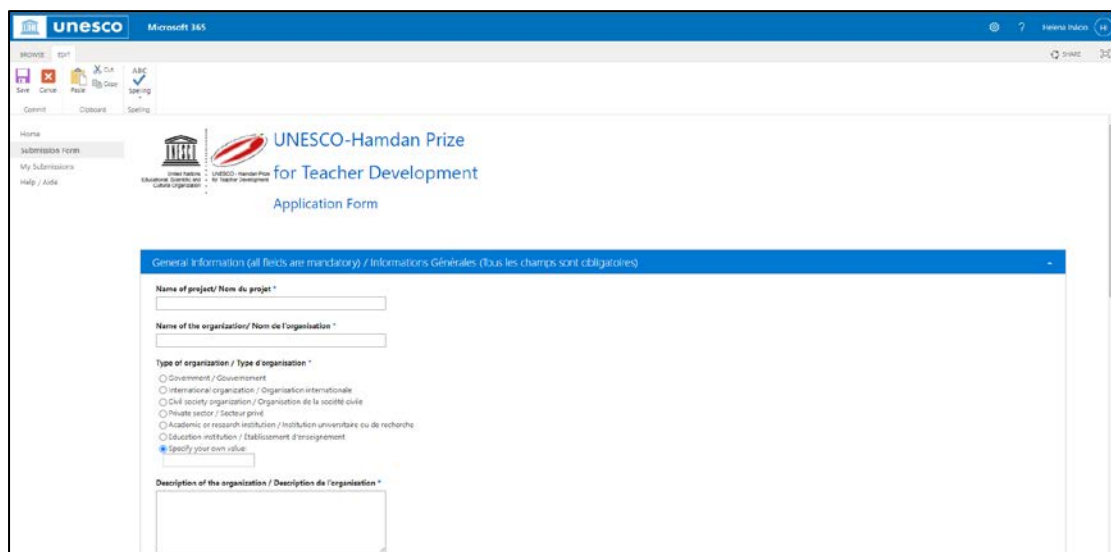
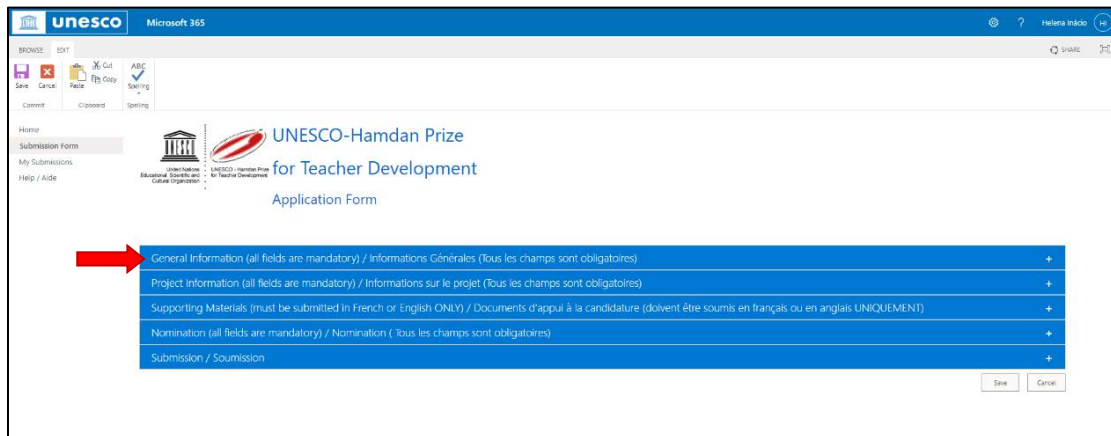


2. Submitting an application

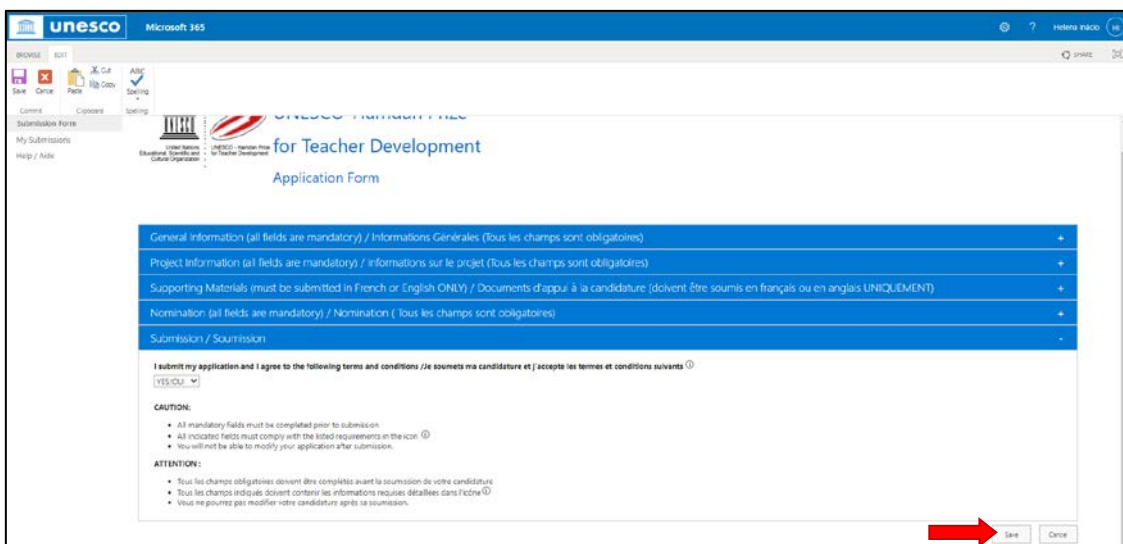
After that (upon clicking on “Done”), you will arrive at the platform. Click on “Submission Form”:



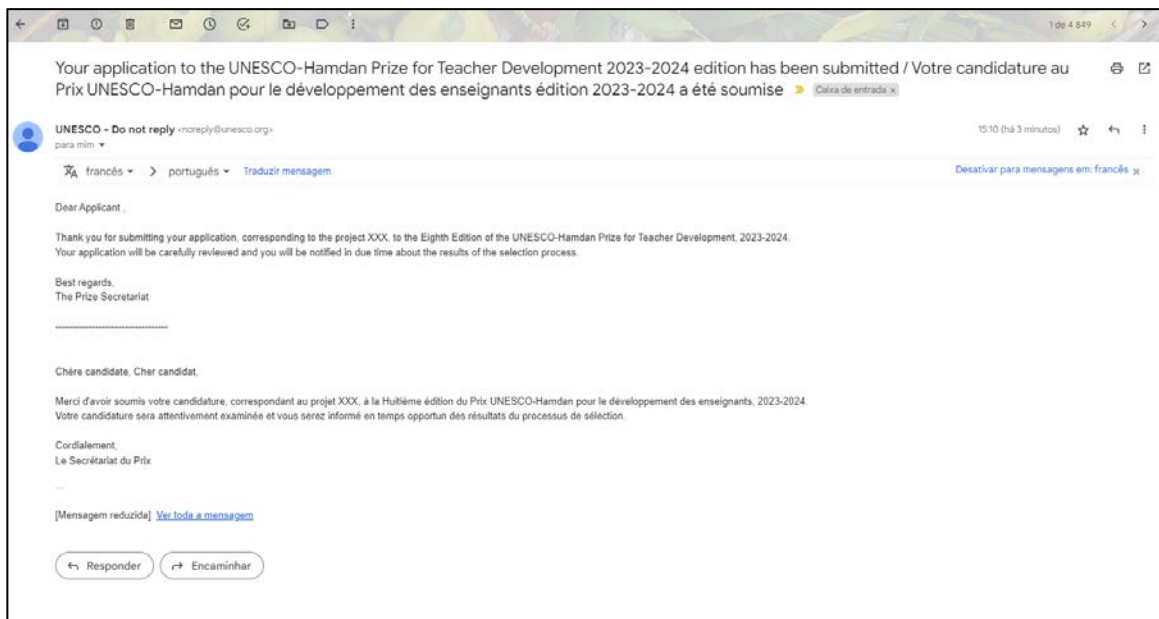
On the next screen, you will see the application form. Open the different sections by clicking on each of them:



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



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":

