



UNES TEAMS



United Nations  
Educational, Scientific and  
Cultural Organization

# UNESCO King Hamad Bin Isa Al-Khalifa Prize for the Use of Information and Communication Technologies in Education

## User Guide for Applicants



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To access to the online submission form you first need to request an account: <http://www.unesco.org/ict-ed-prize/register>

The registration screen will appear



- Please indicate who will **nominate** your project: an **NGO in official partnership** with UNESCO or a **National Commission** for UNESCO. Depending on your choice, the submission form will be different.
- If you already submitted an online nomination for a previous edition of the Prize, your user name and password remain valid.
- Once your account has been approved, you will receive a notification e-mail with **a user name and password**. If you **did not receive** it, please check your **junk folder**.
- For one email address, one user account can be created.
- If you did not receive an email from us within 2 working days, please contact us at: [ictprize@unesco.org](mailto:ictprize@unesco.org).

\* Required

1. Last Name \*

Enter your answer

2. First name \*

Enter your answer

3. Email \*

Enter your answer

4. Who will nominate your application \*

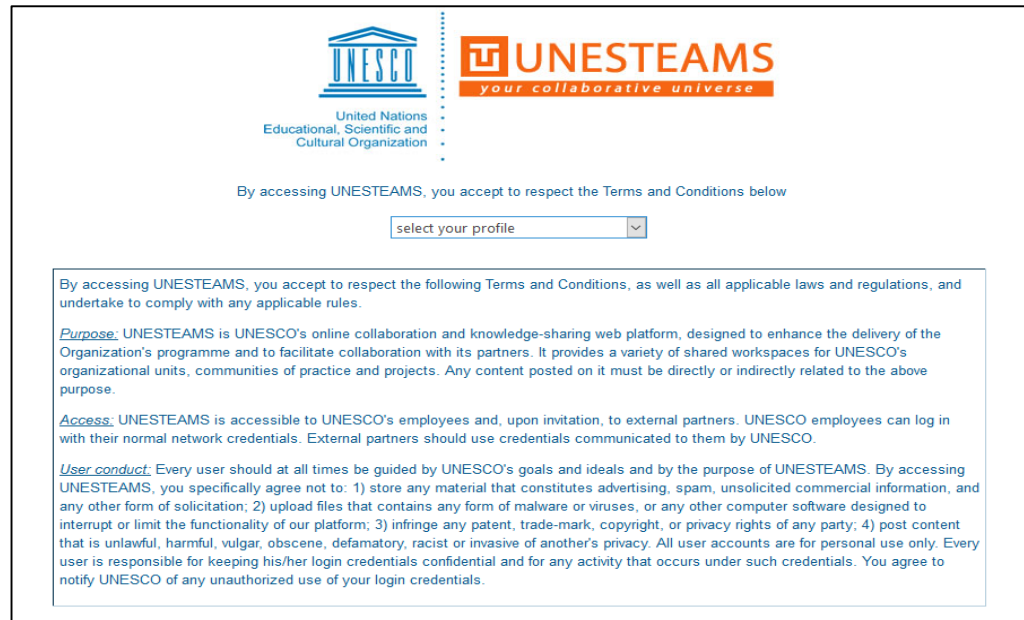
- A National Commission for UNESCO
- An NGO maintaining official relations with UNESCO

5. Title of your project \*

Enter your answer

To access the online form:

- Go to: [www.unesco.org/ict-ed-prize](http://www.unesco.org/ict-ed-prize)
- The following screen will appear



The screenshot shows the UNESTEAMS login interface. At the top left is the UNESCO logo with the text 'United Nations Educational, Scientific and Cultural Organization'. To its right is the UNESTEAMS logo with the tagline 'your collaborative universe'. Below these logos, a message states: 'By accessing UNESTEAMS, you accept to respect the Terms and Conditions below'. Underneath this message is a dropdown menu labeled 'select your profile'. A large text box contains the following text:

By accessing UNESTEAMS, you accept to respect the following Terms and Conditions, as well as all applicable laws and regulations, and undertake to comply with any applicable rules.

**Purpose:** UNESTEAMS is UNESCO's online collaboration and knowledge-sharing web platform, designed to enhance the delivery of the Organization's programme and to facilitate collaboration with its partners. It provides a variety of shared workspaces for UNESCO's organizational units, communities of practice and projects. Any content posted on it must be directly or indirectly related to the above purpose.

**Access:** UNESTEAMS is accessible to UNESCO's employees and, upon invitation, to external partners. UNESCO employees can log in with their normal network credentials. External partners should use credentials communicated to them by UNESCO.

**User conduct:** Every user should at all times be guided by UNESCO's goals and ideals and by the purpose of UNESTEAMS. By accessing UNESTEAMS, you specifically agree not to: 1) store any material that constitutes advertising, spam, unsolicited commercial information, and any other form of solicitation; 2) upload files that contains any form of malware or viruses, or any other computer software designed to interrupt or limit the functionality of our platform; 3) infringe any patent, trade-mark, copyright, or privacy rights of any party; 4) post content that is unlawful, harmful, vulgar, obscene, defamatory, racist or invasive of another's privacy. All user accounts are for personal use only. Every user is responsible for keeping his/her login credentials confidential and for any activity that occurs under such credentials. You agree to notify UNESCO of any unauthorized use of your login credentials.

**Important:** Please be aware **that the best internet browsers for accessing your application are: Chrome and Internet explorer 11.** Some applicants have expressed difficulty using browsers such as Safari and Firefox. Using a mobile phone to access your application may also cause additional difficulty.

## 2. Logging in



Select “Invited User” as your user profile

United Nations  
Educational, Scientific and  
Cultural Organization

UNESTEAMS  
your collaborative universe

By accessing UNESTEAMS, you accept to respect the Terms and Conditions below

select your profile  
UNESCO staff member  
Permanent Delegation to UNESCO  
National Commission for UNESCO  
Invited user

**For Invited user ONLY** the recovery page here

By accessing UNESTEAMS, you accept to respect the following Terms and Conditions, as well as all applicable laws and regulations, and undertake to comply with any applicable rules.

*Purpose:* UNESTEAMS is UNESCO's online collaboration and knowledge-sharing web platform, designed to enhance the delivery of the Organization's programme and to facilitate collaboration with its partners. It provides a variety of shared workspaces for UNESCO's organizational units, communities of practice and projects. Any content posted on it must be directly or indirectly related to the above

Enter your user name and your password, and click on “OK”

If you have forgotten your password, you can request a password reminder at:  
<https://teams.unesco.org/sites/changePWD/>



You have now entered the online submission platform and should see the Home page below.

Click on “**Submit candidature**” to start a nomination.



## UNESCO King Hamad Bin Isa-Al Khalifa Prize for the Use of ICT in Education

Prix UNESCO-Roi Hamad Bin Isa-Al Khalifa pour l'utilisation des technologies de l'information et de la communication dans l'éducation



**Deadline: 31 October 2019**

**Date limite : 31 octobre 2019**

Submit candidature

Soumettre candidature



To save your entry for the first time, you have to fill in all mandatory fields marked with an asterisk (\*) and click 'Save' at the very bottom of the page.

1 Background information / Informations d'ordre général

Title of programme-project / Intitulé du programme-projet \*

Name of implementing organization or individual / Nom de l'organisme

Country / Pays \*

Region / Région

- Africa/Afrique
- Asia and Pacific/Asie-Pacifique
- Arab States/Etats arabes
- Europe and North America/Europe-Amérique du Nord
- Latin America and the Caribbean/Amérique latine et Caraïbes

Start date / Début \*

Anticipated end-date / Date de fin prévue \*

- 1 Background information / Informations d'ordre général
- 2 Contact details / Coordonnées
- 3 Programme summary / Description succincte du programme
- 4 Programme details / Caractéristiques du programme
- 5 Relevance to the theme / Pertinence par rapport au theme
- 6 Programme delivery / Mise en oeuvre du programme
- 7 Programme results / Résultats du programme
- 8 Sustainability and scaling up / Durabilité et développement
- 9 Additional information / Renseignements additionnels
- Declaration on the honour & Submission / Déclaration sur l'honneur et soumission

Your application will be saved under "My submissions" where you can continue to work on it at a later stage.

Save Cancel

## 4. Filling out the form



Your nomination will be saved under “My submissions” where you can continue to work on it at a later stage.



- **Important:** If, after having clicked on SAVE, you are *not* redirected to “ My Submissions” and remain on the form, this means that there has been an **error** and **the nomination has not been saved!**
- If you can’t save your submission, please check for **red error messages** in the form (e.g. mandatory field not completed; exceeded limit of characters).
- To edit the application, click on the icon with the pencil.

- ✓ Be as **clear, concrete** and **concise** as possible when filling in the form.
- ✓ The form is divided into 10 Sections. **Save** your application every time when you **complete a new Section**. Remember, the application is saved only when you are redirected to ‘My Submissions’ page.
- ✓ You can first complete the form in **Word document** and then paste it into the online application form. However, **respect the character limit**, otherwise you **won’t be able to save** the form successfully.

150 words max / 150 mots max

## 4. Filling out the form



You have two possibilities to add additional information:

- Under “Web links”, you can add web links to any online material such as publications, videos, photo galleries.
- Materials not available online can be uploaded under ‘Other supporting documents’
- Another option to attach a document is to click on the “**Attach File**” button in the top left corner of the form (**tab “EDIT”**).

Click on “Browse” and select the document from your computer, then click “OK”.

The attached file will now appear on the bottom of the form.

Please note that the maximum size per attachment is **50 MB**.

The screenshot shows the UNES TEAMS form interface. The top section is titled "9 Additional information / Renseignements additionnels". Below this, there are two sections: "Web links / Liens internet" and "Other supporting documents / Autres documents d'appui". The "Other supporting documents" section has an "Upload" button and a "Delete" button. Below the "Upload" button is a text input field and a button labeled "Upload - Télécharger". A red circle highlights the "Attach File" button in the "EDIT" tab of the form. Below the "Attach File" button is a table with one row containing the file path "C:\fakepath\User Guide EN.pptx" and a "Delete" button. At the bottom of the form are "Save" and "Cancel" buttons.

## 4. Add an attachment



- The final step is **to validate** your entry by accepting the conditions set out in the form and indicate who will nominate your application.
- Please note that once you have ticked this box and saved the form, you will **no longer be able to edit it**.
- You will receive an **automatic notification e-mail** indicating that your nomination has been submitted (at the address with which you have registered your account).

## For applications nominated by a NGO in official partnership with UNESCO

10 Declaration on the honour & Submission / Déclaration sur l'honneur et soumission

Name of NGO maintaining official partnership with UNESCO / Nom de l'ONG en partenariat officiel avec l'UNESCO

1. Indicate the name of a NGO who will nominate you

Nomination letter attached (NGO) / Lettre de nomination jointe (ONG)

Upload - Télécharger

2. Attach the nomination letter

Using the top menu (Attach File), please upload the nomination letter from an NGO in official relations with UNESCO and tick the box  
En utilisant le menu du haut (Attach File), merci de télécharger la lettre de nomination par une ONG en partenariat officiel avec l'UNESCO et de cocher la case

Permission/Authorization



The applicant agree that, even if the nominated project is not selected as one of the prize-winners, any (non-personal) information or document submitted through this form, can be published on the UNESCO website.

L'auteur de la soumission accepte que, même si le projet ne figure pas parmi les lauréats du prix, les informations (non-personnelles) et documents soumis dans le formulaire peuvent être publiés sur le site de l'UNESCO.

I certify that the information contained in this application is correct / Je certifie que les renseignements fournis sont exacts



I certify that the information contained in this application is correct to the best of my knowledge and I am aware of the content of the attachments and sources listed in this application form.

Je certifie que les renseignements fournis dans la présente candidature sont, à ma connaissance, exacts et que j'ai connaissance des documents joints à ce formulaire.

I understand / J'ai pris connaissance



I understand that the Secretariat of the UNESCO-King Hamad Bin Isa Al-Khalifa Prize for the Use of ICTs in Education reserves the right to verify this information /

J'ai pris connaissance du fait que le Secrétariat du Prix UNESCO-Roi Hamad bin Isa Al Khalifa pour l'utilisation des technologies de l'information et de la communication dans l'éducation se réserve le droit de vérifier ces informations.

Submit nomination to UNESCO (Via NGO) / Soumettre la candidature à l'UNESCO (Via ONG)



ONCE YOU HAVE TICKED THIS BOX AND SAVED THE FORM, YOU WILL NO LONGER BE ABLE TO EDIT IT /  
QUAND VOUS AUREZ COCHE CETTE CASE ET SAUVEGARDE LE FORMULAIRE, VOUS NE POURREZ PLUS LE MODIFIER

3. Tick the box 'Submit nomination to UNESCO (Via NGO)' and 4. Click on 'Save' in the bottom right corner

Save

Cancel

## 8. Validate & submit



## For applications nominated by National Commissions for UNESCO

10 Declaration on the honour & Submission / Déclaration sur l'honneur et soumission

Nominating Entity / Candidature établie par

1. Indicate the country of your National Commission

Indicate by which government the nomination will be submitted by selecting the name of the Member State in the list./  
Indiquez par quel gouvernement la candidature sera soumise en sélectionnant le nom de l'Etat membre dans la liste.

Permission/Authorization  
 The applicant agree that, even if the nominated project is not selected as one of the prize-winners, any (non-personal) information or document submitted through this form, can be published on the UNESCO website.  
L'auteur de la soumission accepte que, même si le projet ne figure pas parmi les lauréats du prix, les informations (non-personnelles) et documents soumis dans le formulaire peuvent être publiés sur le site de l'UNESCO.

I certify that the information contained in this application is correct / Je certifie que les renseignements fournis sont exacts  
  
I certify that the information contained in this application is correct to the best of my knowledge and I am aware of the content of the attachments and sources listed in this application form.  
Je certifie que les renseignements fournis dans la présente candidature sont, à ma connaissance, exacts et que j'ai connaissance des documents joints à ce formulaire.

I understand / J'ai pris connaissance  
  
I understand that the Secretariat of the UNESCO-King Hamad Bin Isa Al-Khalifa Prize for the Use of ICTs in Education reserves the right to verify this information /  
J'ai pris connaissance du fait que le Secrétariat du Prix UNESCO-Roi Hamad bin Isa Al Khalifa pour l'utilisation de technologies de l'information et de la communication dans l'éducation se réserve le droit de vérifier ces informations.

Submit the application to a National Commission / Soumettre la candidature à la Commission nationale  
  
ONCE YOU HAVE TICKED THIS BOX AND SAVED THE FORM, YOU WILL NO LONGER BE ABLE TO EDIT IT /  
QUAND VOUS AUREZ COCHE CETTE CASE ET SAUVEGARDE LE FORMULAIRE, VOUS NE POURREZ PLUS LE MODIFIER

2. Tick the box 'Submit the application to a National Commission' and 3. Click on 'Save' in the bottom right corner

Save Cancel

The National Commission of the country chosen under “Nominating entity” will receive an automatic notification by e-mail indicating that you have created an application for their review and possible nomination.

## 8. Validate & submit (cont.)

You can view all your applications under “My submissions” in the left menu:



The screenshot shows a web interface with a left-hand navigation menu and a main content area. The menu includes 'Home', 'My Submissions' (which is highlighted), and 'Mes soumissions'. The main content area features a table with columns for 'Edit', 'Title of programme/project', 'Name of implementing organization or individual', and 'Country of the implementing organization or individual'. There are two expandable sections: 'Endorsement Letter : (1)' and 'Submission Status : (1)'. The 'Submission Status : (1)' section contains one entry with a document icon, the text 'test', a green asterisk, and 'Afghanistan'.

Edit	Title of programme/project	Name of implementing organization or individual	Country of the implementing organization or individual
▲ Endorsement Letter : (1)			
▲ Submission Status : (1)			
	test	test *	... Afghanistan



If you encounter any technical issues, please contact the Secretariat of the UNESCO King

Hamad Bin Isa Al-Khalifa Prize :

[ictprize@unesco.org](mailto:ictprize@unesco.org)

<https://on.unesco.org/aboutictprize>