UNESCO-Japan Prize on Education for Sustainable Development

User Guide
for NGOs in official partnership with UNESCO

for the submission of nominations for the UNESCO-Japan Prize on ESD

#ESDfor2030
### Overview

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To access the online nomination form as an **NGO in official partnership with UNESCO***, you first need to register at:  **http://www.unesco.org/esdprize/register**

The registration screen will appear as the right.

Once your information has been confirmed, you will receive a notification e-mail to access the online nomination form.

Please note that your email address must be associated with a Microsoft account. If you do not have a Microsoft account, please go to “2. Creating a Microsoft account” and create it before your registration.

*There are around 400 NGOs in official partnership with UNESCO. You can find the full list [here](#)
After the Secretariat of UNESCO confirms your registration, an invitation email will be sent from no-reply@sharepointonline.com.

When you first log in to the platform, please log in from the invitation link only with your registered email address, which is also a Microsoft account. Please note that, when opening the invitation link, no other account should be active on the browser because this link is very sensitive.

If you do not receive an invitation email after a few days, please check your junk box or spam box. Also, please check your email inbox settings.
To create a Microsoft account, go to https://account.microsoft.com/account

Click on “Create a Microsoft account” on the top page of this link.

One account for all things Microsoft
One account. One place to manage it all. Welcome to your account dashboard.
1. Enter your email address and click on “Next”.

2. Enter the password you would like to use and click on “Next”.

3. Select your country/region and birthdate, and click on “Next”. Automatic message will be sent to your email address with the security code.

4. Enter the security code and click on “Next”. Following the instructions, your Microsoft account will be created.
To access the ESD Prize online form, go to https://unesco.sharepoint.com/sites/committees/ESD-Prize/

The following login screen will appear:

(After accessing the site, you are suggested to save this link in your browser favorite for ease of access later.)

Sign in

Email address, phone number or Skype

Can’t access your account?

Sign-in options

Back Next

Please connect it with your Microsoft account and its password.
Once you are logged in, you will be directed to the Home Menu. Click on “Application Form” to start a nomination.

- Please note that each NGO in official partnership can only submit up to 3 nominations for each edition of the Prize.
The nomination form is made up of a number of fields broken down into 4 chapters:

- **NOMINEE**: For all background information on the nominated organization*
  
  * Please note that one important change regarding the 2020-2025 cycle: It will no longer be possible to nominate individuals for the Prize (only institutions/organizations/other entities).

- **PROJECT/PROGRAMME**: For all background information on the project or programme on which the nomination focuses

- **SUPPORTING MATERIALS**: For websites, publications, videos or photo galleries with which you would like to support the nomination

- **SUBMISSION**: To transfer the nomination to the National Commission (by nominees) or to the Permanent Delegation (by National Commissions), and to submit the nomination to UNESCO (by Delegations)

- You can **save** your entry at the very bottom of the page.

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

- **Note**: If, after having clicked on SAVE, you are not redirected to “My nominations” and remain on the form, this means that there has been an **error** and the nomination has not been saved! Please check for red error messages which will be displayed at the top of the page in the form (e.g. exceeded limit of characters).

- Please note that for forms with character restrictions, spaces should be included.

5. Completing a nomination

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You have two possibilities to add supporting material:

1) Under “**SUPPORTING MATERIALS**”, you can add web links to any online material such as publications, videos, photo galleries.

2) For any material not available online, you can click on “**Browse**” and select the document from your computer. Please note that you can attach a maximum of 5 files and the maximum size per attachment should be **350 MB**.
7. Submitting a nomination

- Once you have completed all fields, go to the “SUBMISSION” chapter and, under “Nominating Entity”, choose “NGO” (NOT the country you are based in).
- Type in the name of your NGO and complete the other necessary fields.
- In order to submit the nomination to UNESCO, select “YES” for “Submit nomination to UNESCO” and click on “SAVE” in the bottom right corner.

Please note that once you have selected “YES” 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).
At any given time, clicking on “My nominations” in the left hand menu will show you all saved and/or submitted nominations.

When you are about to edit your nomination which has not been submitted, you can click on your project/programme.

Once the page opens, you can click on “Edit Item” and continue to work on it.
When you edit your nomination, the “Apply” button might be displayed in the bottom right corner.

However, when you try to submit your nomination, click on “SAVE”. DO NOT click on “Apply” because “SAVE” is the button to submit and leave the page here.

Please note that once you have selected “YES” for the question asking if you are about to submit and saved the form, you will no longer be able to edit it.

8. Viewing your nominations (2/2)
Should you have any questions not addressed by this user guide, or for any other enquiries regarding the UNESCO-Japan Prize on Education for Sustainable Development, please contact:

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