UNESCO Prize for Girls’ and Women’s Education

User Guide
for UNESCO Member States

for the submission of nominations for the 2021 UNESCO Prize for Girls’ and Women’s Education
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To access the GWE Prize online form, go to http://unesco.org/gwe

The log-in screen will appear as the right:

Please note:
➢ The user name for a Permanent Delegation is its UNESCO Account: dl.countryname@unesco-delegations.org (e.g. the account for Chinese Permanent Delegation is: dl.china@unesco-delegations.org), and the password is the same as that for the account.
➢ The user name for a National Commission is its UNESCO Account: Natcom. (two letter international country code) @natcom.unesco.org (e.g. the account for Chinese National Commission is: natcom.cn@natcom.unesco.org), and the password is the same as that for the account.
➢ See here to find your country’s two letter code
➢ If you need any assistance accessing your generic account or resetting the password please contact natcom@unesco.org.
➢ On an exceptional basis, if a UNESCO National Commission or Permanent Delegation to UNESCO wishes that the form be completed electronically by the nominee they have selected, UNESCO will provide the candidate with access to the platform.

➢ A request should be sent to GWEPrize@unesco.org by the National Commission or Permanent Delegation before 20 May 2021. Please note that the candidate’s email address must be associated with a Microsoft account. If the candidate does not have a Microsoft account, please follow the instructions below.

➢ After the Secretariat of UNESCO confirms your request, an invitation email will be sent from no-reply@sharepointonline.com to the candidate’s email address.

➢ When the nominee first logs in to the platform, please log in from the invitation link only with his/her 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 the candidate did not receive an invitation email after a few days, please check its junk box or spam box. Also, please check your email inbox settings.

1. Logging in
If a National Commission or Delegation wishes that the candidate complete the online nomination form directly, UNESCO can give an access to each candidate. If the candidate does not have the email address which is associated with Microsoft account, please follow the instructions below.

➢ 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.

1. Logging in
1. Enter your email address and click on “Next”.

2. Enter the password you would like to use your password 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.
Once you are logged in, you will be directed to the Home Menu. Click on “Submission Form” to start a nomination.

You can create additional nominations by clicking on “Submission Form” in the left menu. Please note that each UNESCO Member State can only submit up to 3 nominations for each edition of the Prize.

2. Starting a nomination
3. Completing a nomination

The nomination form is made up of a number of fields broken down into 4 chapters:

- **Candidate**: For all background information on the nominated organization or individual
- **Project**: For all background information on the project on which the nomination focuses
- **Supporting Material**: For websites, action plans, publications, videos, or other material to support the nomination
- **Submission**: To transfer the nomination to the National Commission (by candidates) 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, once all mandatory fields marked with an asterisk (*) have been completed.

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

Please click for details of requirements for some items.
You have two possibilities to add supporting material:

1) Under **Supporting Links**, you can add web links to any online material such as websites, action plans, publications, videos, etc.

2) For any material not available online, you can 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 **350 MB**.
➢ Once you have completed all mandatory fields, go to the “SUBMISSION” chapter.

➢ Under “Nominating Entity”, choose the name of the Member State that wants to nominate you for the Prize (do NOT choose “NGO” even if you are an NGO).

➢ In order to transmit your nomination, Select “YES” for “Transmit to National Commission for validation” 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.

The National Commission of the country chosen under “Nominating entity” will receive an automatic notification e-mail indicating that a candidate has created a nomination for their validation.

5. Transmitting a nomination (candidate)
If a candidate has transmitted a draft for your validation, click on the link in the notification e-mail. You can now review all fields of the nomination form filled in by the candidate.

➢ Once all fields have been reviewed/completed, check/select your Member State under “Nominating entity” in the “SUBMISSION” tab.

➢ In order to transmit your nomination, select “YES” for “Transmit to Permanent Delegation for submission” 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.

➢ The Permanent Delegation of the country chosen under “Nominating entity” will receive an automatic notification e-mail indicating that a National Commission has transmitted a nomination for submission.
If a National Commission transmits a draft nomination for your submission, click on the link in the notification e-mail. You can now review all fields of the nomination form.

➢ Once all fields have been reviewed/completed, go to the “SUBMISSION” tab.

➢ In order to submit your 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.

➢ Your Permanent Delegation and National Commission for UNESCO will receive an automatic notification e-mail indicating that your nomination has been submitted.

7. Submitting a nomination (PermDel)
At any given time, clicking on "My Submissions" in the left hand menu will show you all saved and/or submitted nominations:

8. Viewing your nominations
Should you have any questions not addressed by this user guide, or for any other enquiries regarding the UNESCO Prize for Girls’ and Women’s Education, please contact:

Secretariat for the UNESCO Prize for Girls’ and Women’s Education
Section of Education for Inclusion and Gender Equality
Division for Education 2030

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