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

User Guide for Applicants
Contents:
1. Request an account
2. Logging in
3. Home page
4. Create an application
5. Filling out the form
6. Add an attachment
7. Validate and submit
8. View your application
9. Contact
To access to the online submission form you first need to request an account: [http://www.unesco.org/ict-ed-prize/register](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.

1. Request an account
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

**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.
Select “Invited User” as your user profile

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.
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.

Your application 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.
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 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

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

2. Attach the nomination letter

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

Please note that once you have ticked this box and saved the form, you will no longer be able to edit it.
1. Indicate the country of your National Commission

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

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

9. View your application
If you encounter any technical issues, please contact the Secretariat of the UNESCO King Hamad Bin Isa Al-Khalifa Prize:

ictprize@unesco.org

https://on.unesco.org/aboutictprize