

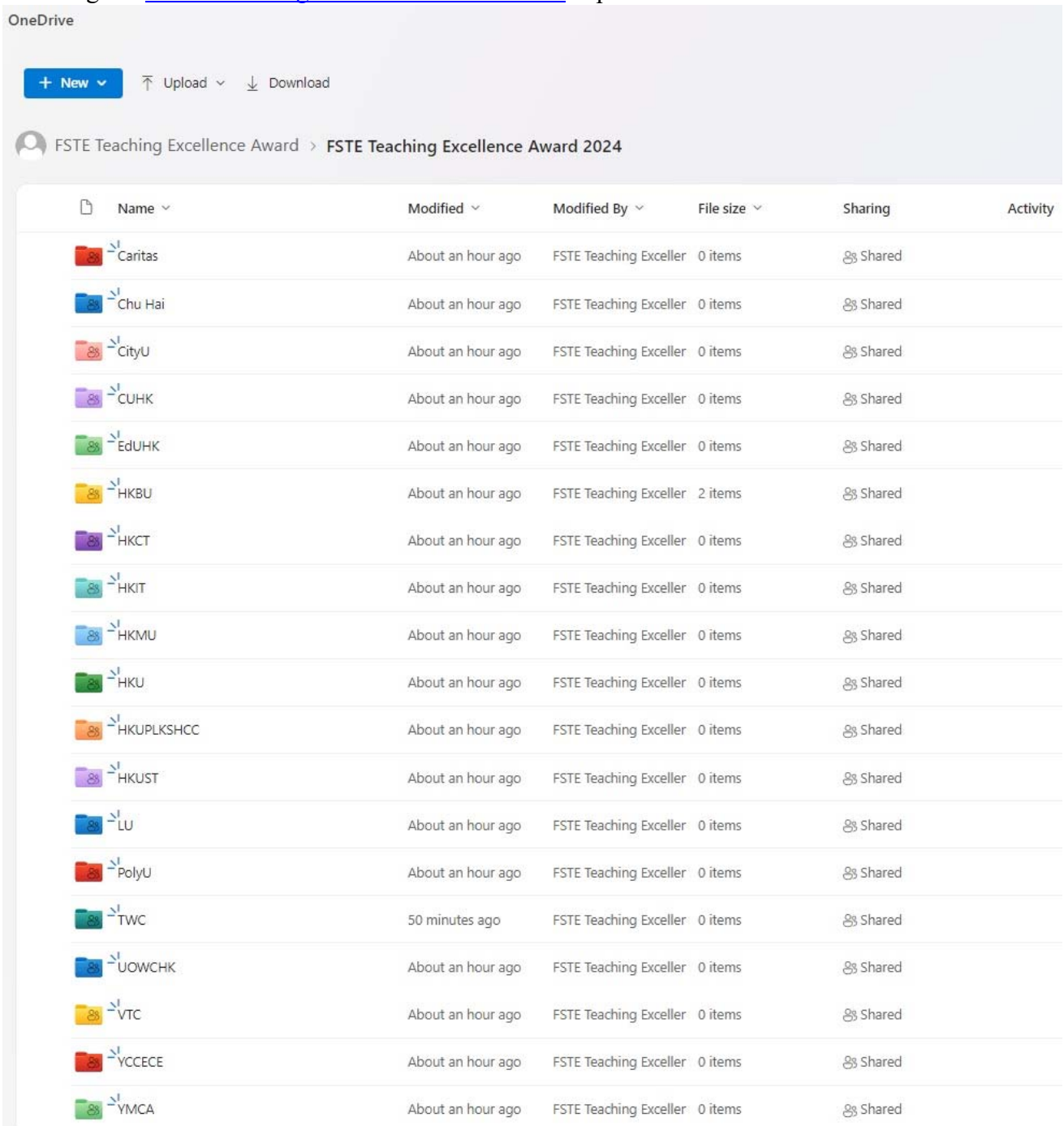
## ANNEX 2: Guidelines for E-Submission in OneDrive

### Prerequisite

- Storage (folder) size for each institution: max. 15GB
- **ONE PDF** (Adobe Acrobat) **file per submission**
- Name the file with the name of Individual Nominee or Team Leader.
- Please **encrypt** your **PDF** file before uploading. Click [here](#) for [how-to](#).
- File **cannot** be deleted by you after upload. If you must replace your file or withdraw from submission, please send your request to [TEA@fste.edu.hk](mailto:TEA@fste.edu.hk).

### Upload Procedure

1. Please go to [FSTE Teaching Excellence Award 2024](#) kept in OneDrive.



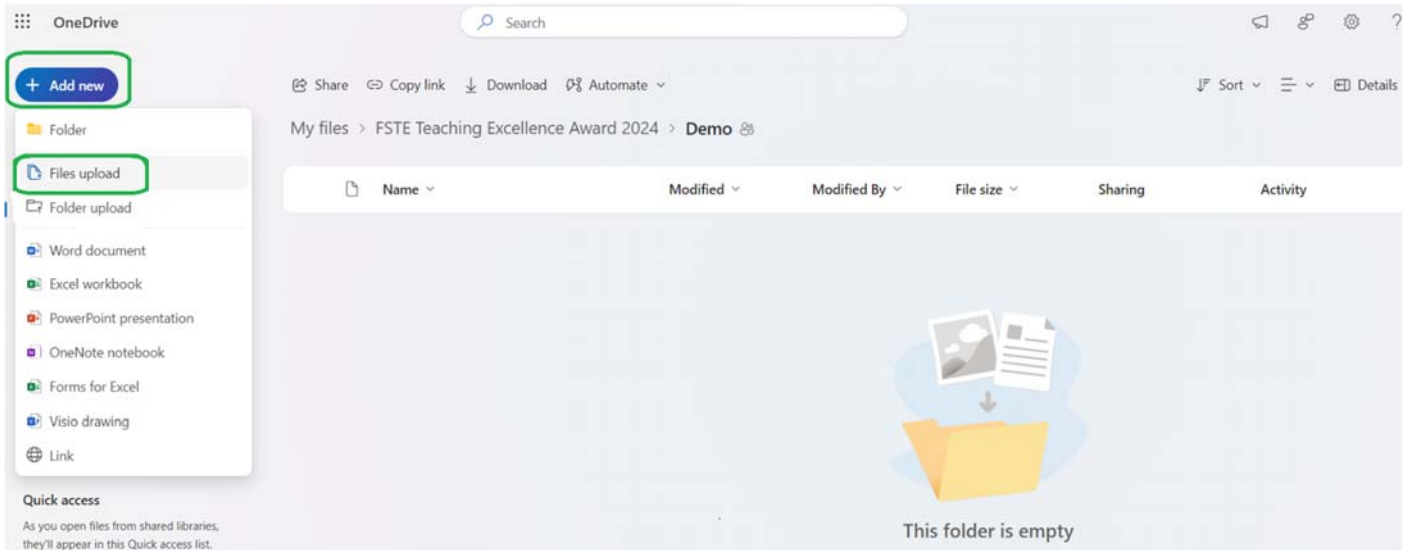
OneDrive

+ New    Upload    Download

FSTE Teaching Excellence Award > FSTE Teaching Excellence Award 2024

Name	Modified	Modified By	File size	Sharing	Activity
Caritas	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
Chu Hai	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
CityU	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
CUHK	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
EdUHK	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
HKBU	About an hour ago	FSTE Teaching Exceller	2 items	Shared	
HKCT	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
HKIT	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
HKMU	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
HKU	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
HKUPLKSHCC	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
HKUST	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
LU	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
PolyU	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
TWC	50 minutes ago	FSTE Teaching Exceller	0 items	Shared	
UOWCHK	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
VTC	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
YCCCEC	About an hour ago	FSTE Teaching Exceller	0 items	Shared	
YMCA	About an hour ago	FSTE Teaching Exceller	0 items	Shared	

2. Click the [folder name](#) of your [affiliated institutions](#) and upload your PDF file. You may also drag your file to the folder.



3. [Click here to notify FSTE Secretariat of your submission and the password to access your file.](#)

### FSTE Teaching Excellence Award

Submission Notification

[Sign in to Google](#) to save your progress. [Learn more](#)

\* Indicates required question

I/We have submitted a nomination today and the password to access my file: \*

Your answer

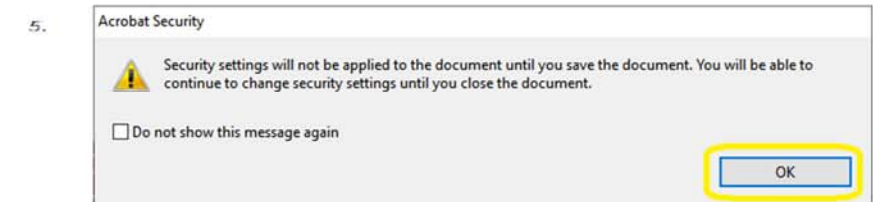
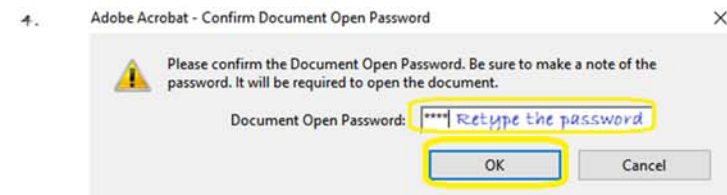
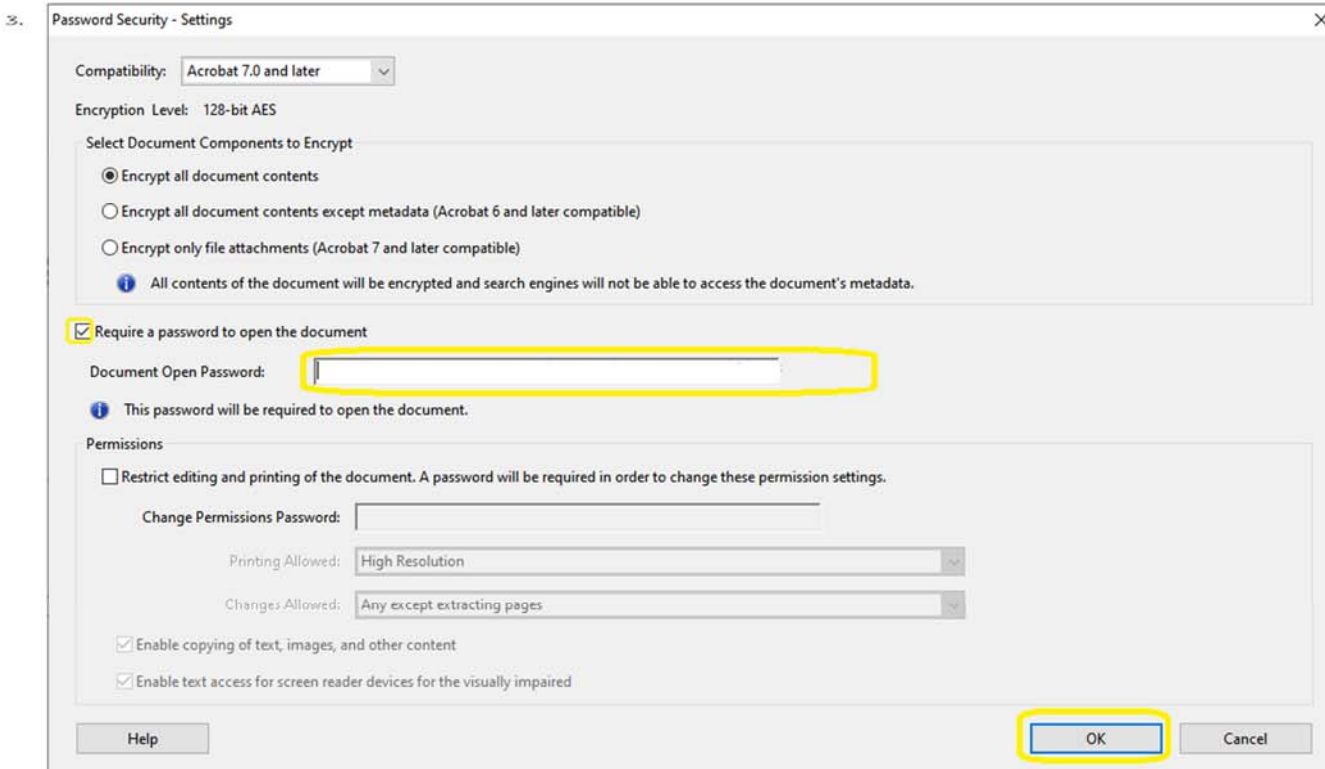
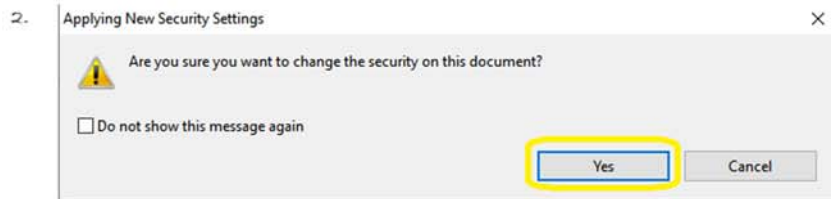
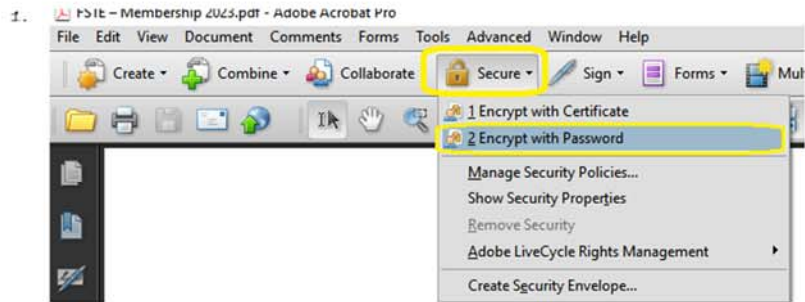
Name of Nominee / Team Leader \*

Your answer

FSTE Member Institution \*

- Caritas - CBCC / CICE / SPU
- CityU - SOOPE
- CUHK - SCS
- EdUHK
- HKBU - SCE / CIE
- Hong Kong Chu Hai College
- HKOT - HKOT / CTHH
- HKIT
- HKU - HKU SPACE / HKU SPACE OC (separate button below for HPSHCC)
- HKMU - LIPACE
- HKUST
- HPSHCC
- LU - LIFE
- PolyU - CPCE / HKOD / SPEED
- TWC
- UOWCHK
- VTC - OOI / HKDI / IVE / HTI / PEAK / IVDD / IDI / MSTI / Pro-Act / SHAPE / Shine / THEI / Youth College
- YOCECE
- YMCADCC

# How to encrypt Adobe Acrobat (PDF) file



6. Successful encryption (you will see 'SECURED' and the Lock icon):

