

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 <u>here</u> for <u>how-to</u>.
- File **cannot** be deleted by you after upload. If you must replace your file or withdraw from submission, please send your request to <u>TEA@fste.edu.hk</u>.

Upload Procedure

1. Please go to FSTE Teaching Excellence Award 2024 kept in OneDrive.

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OneDrive
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STE Teaching Excellence Award > FSTE Teaching Excellence Award 2024

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2. Click the folder name of your affiliated institutions and upload your PDF file. You may also drag your file to the folder.

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Word document Excel workbook					
 PowerPoint presentation OneNote notebook 					
Forms for Excel					
 Visio drawing Link 					
Quick access					
As you open files from shared libraries, they'll appear in this Quick access list.			This folder is emp	oty	

3. Click here to notify FSTE Secretariat of your submission and the password to access your file.

FSTE Teaching Excellence Award					
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 *					
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FSTE Member Institution *					
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Hong Kong Chu Hel College					
Онкіт					
HKU - HKU SPACE / HKU SPACE CC (separate button below for HPSHCC)					
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O PolyU - CPCE / HKCC / SPEED					
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O YCCECE					
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Submit Clear form					

How to encrypt Adobe Acrobat (PDF) file

1.	E FSIt – Membership 2023.pdf - Adobe Acrobat Pro File Edit View Document Comments Forms Tools Advanced Window Help		
	👔 Create = 🤹 Combine = 🔬 Collaborate 🔒 Secure = 🥒 Sign = 📄 Forms = 📑 Mul	4.	Adobe Acrobat - Confirm Document Open Password X
			Please confirm the Document Open Password. Be sure to make a note of the password. It will be required to open the document.
	Manage Security Policies Show Security Properties <u>Remove Security</u>		Document Open Password:
	Adobe LiveCycle Rights Management		
	Create Security Envelope	5.	Acrobat Security
		J.	Security settings will not be applied to the document until you save the document. You will be able to
2.	Applying New Security Settings		continue to change security settings until you close the document.
	Are you sure you want to change the security on this document?		Do not show this message again
	Do not show this message again		
	Yes Cancel		
з.	Password Security - Settings		x
	Compatibility: Acrobat 7.0 and later		
	Encryption Level: 128-bit AES		6. Successful encryption (you will see "SECURED" and the lock icon)
	Select Document Components to Encrypt		
	Encrypt all document contents except metadata (Acrobat 6 and later compatible)		FSTE – Membership 2023.pdf (SECURED) Adobe Acrobat Pro File Edit View Document Comments Forms Tools
	O Encrypt only file attachments (Acrobat 7 and later compatible)		Create + 🔊 Combine + 🔊 Collaborate + 🔐
	All contents of the document will be encrypted and search engines will not be able to access the document's	s metadata.	
	Require a password to open the document		i 🗀 🖶 🗀 🖃 🌮 i 🍱 🖑 🧠
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	This password will be required to open the document.		
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	Change Permissions Password:		
	Printing Allowed: High Resolution	~	994
	Changes Allowed: Any except extracting pages	3	
	Enable copying of text, images, and other content		
	Enable text access for screen reader devices for the visually impaired		
	Help	OK Cancel	