Outstanding Award for Student Integrated Service AY2024/25 Guidelines for E-Submission

Prerequisite

OASIS

- Storage (folder) size for each institution: max. 15GB.
- ONE PDF (Adobe Acrobat) file per submission, except video/photo evidence from Student Nominator(s).
- Name the file with the name of Individual Nominee or Team Leader (whichever applicable).
- Please encrypt your PDF file before uploading. Click <u>here</u> for <u>how-to</u>.
- You cannot delete the file(s) after upload. If you must replace your file or withdraw from submission, please send your request to <u>OASIS@fste.edu.hk</u>.

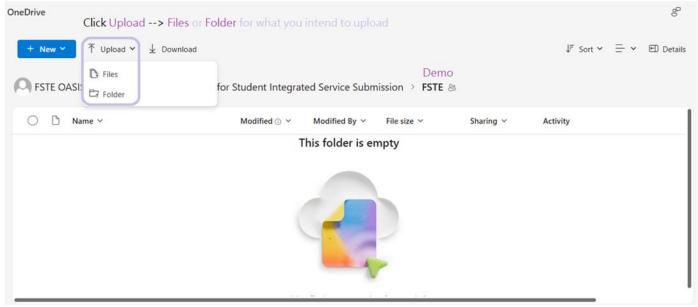
Upload Procedure

1. Please click <u>FSTE Outstanding Award for Student Integrated Service Submission</u> to access designated folder in OneDrive.

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



3. Please notify the FSTE Secretariat of your submission and the password to access your file/folder: Notification of Nomination Submission AY2024/25.

| | Outstanding Award for Student Integrated Service |
|---------------------------------------|--|
| | * Required |
| | 1. Name of FSTE Member Institution * |
| | Caritas - CBCC / CICE / SFU |
| | CityU - SCOPE |
| | ○ СИНК - SCS |
| Outstanding Award | C EdUHK |
| for Student Integrated | HKBU - SCE / CIE |
| Service | O Hong Kong Chu Hai College |
| Notification of Nomination Submission | ○ НКСТ - НКСТ / СТІНЕ |
| AY2024/25 |) нкіт |
| Start now | HKU - HKU SPACE / HKU SPACE CC |
| | HKMU - LIPACE |
| | |

Annex 2

How to encrypt Adobe Acrobat (PDF) file

| 1. | E- F5 IE – Membership 2023.pdf - Adobe Acrobat Pro File Edit View Document Comments Forms Tools Advanced Window Help | | |
|----|---|---------|---|
| | 👔 Create + 🔊 Combine + 🔊 Collaborate 🔐 Secure + 🥒 Sign + 📄 Forms + 🙀 Mul | 4. Adot | be Acrobat - Confirm Document Open Password X |
| | Image Security Policies Show Security Properties Bernove Security Adobe LiveCycle Rights Management | | Please confirm the Document Open Password. Be sure to make a note of the password. It will be required to open the document. Document Open Password: OK Cancel |
| | Create Security Envelope | 5. Acr | obat Security |
| 2. | Applying New Security Settings × | | Security settings will not be applied to the document until you save the document. You will be able to 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 OK |
| | Yes Cancel | | |
| з. | Password Security - Settings | ; | × |
| | Compatibility: Acrobat 7.0 and later | | |
| | Encryption Level: 128-bit AES | | |
| | Select Document Components to Encrypt | | 6. Successful encryption (you will see 'SECURED' and the lock icon): |
| | Encrypt all document contents | | FSTE – Membership 2023.pdf (SECURED) Adobe Acrobat Pro |
| | O Encrypt all document contents except metadata (Acrobat 6 and later compatible) | | File Edit View Document Comments Forms Tools A |
| | O Encrypt only file attachments (Acrobat 7 and later compatible) | | 👔 💭 Create 🛪 🛋 Combine 🛪 🔬 Collaborate 🛪 🔒 |
| | Ill contents of the document will be encrypted and search engines will not be able to access the document's metadata. | | |
| | Require a password to open the document | | 🧰 🖶 🖾 🖙 🌮 🖪 🖑 🧠 💌 |
| | Document Open Password: | | Security Settings |
| | This password will be required to open the document. | | |
| | Permissions | | This document has an open password or a modify password. |
| | Restrict editing and printing of the document. A password will be required in order to change these permission settings. | | Permission Details |
| | Change Permissions Password: | | |
| | Printing Allowed: High Resolution | | 574 - C |
| | Changes Allowed: Any except extracting pages | | |
| | Enable copying of text, images, and other content | | |
| | Enable text access for screen reader devices for the visually impaired | | |
| | Help | Cancel | |