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>.

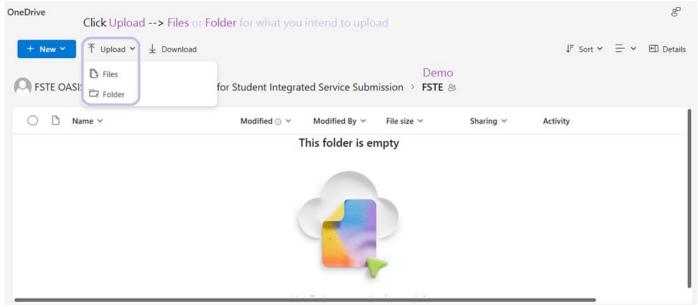
Upload Procedure

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
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	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):
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	This password will be required to open the document.		
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	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	