

### Prerequisite

- 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 [here](#) for **how-to**.
- You cannot delete the file(s) after upload. If you must replace your file or withdraw from submission, please send your request to [OASIS@fste.edu.hk](mailto:OASIS@fste.edu.hk).

### Upload Procedure

1. Please click [FSTE Outstanding Award for Student Integrated Service Submission](#) to access designated folder in OneDrive.

+ New

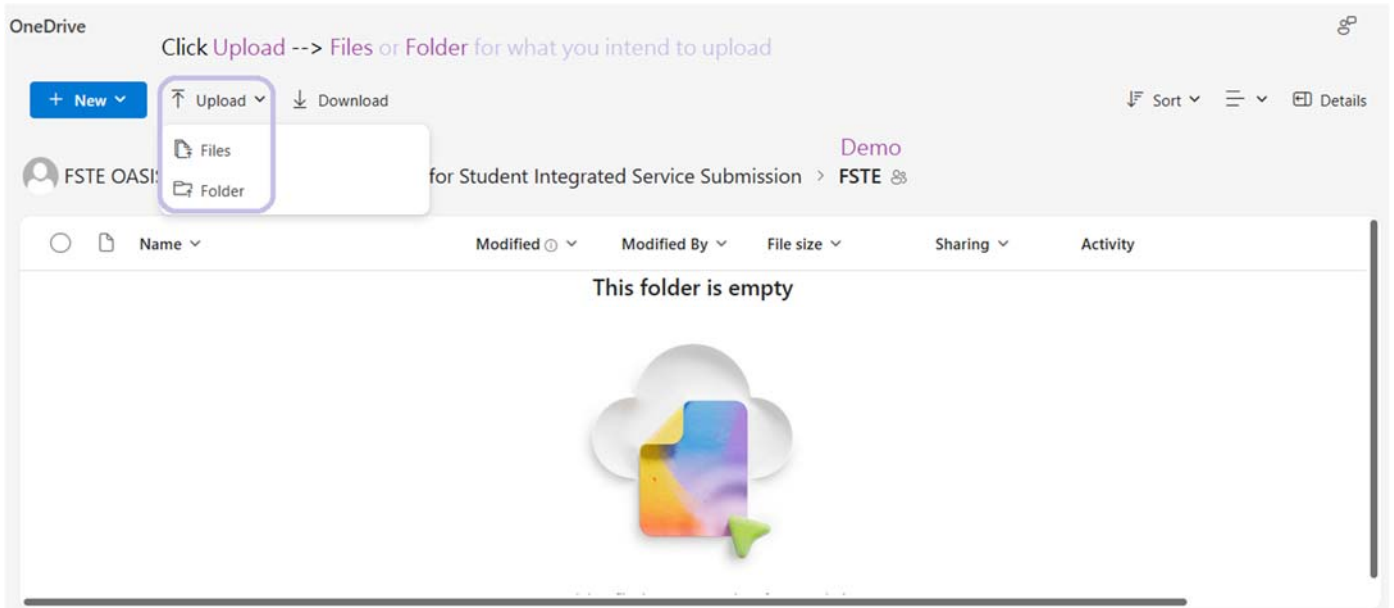
Upload

Download



FSTE OASIS > FSTE Outstanding Award for Student Integrated Service Submission

	Name	Modified	Modified By	File size	Sharing
	Caritas	27 minutes ago	FSTE OASIS	0 items	Shared
	Chu Hai	27 minutes ago	FSTE OASIS	0 items	Shared
	CityU	27 minutes ago	FSTE OASIS	0 items	Shared
	CUHK	27 minutes ago	FSTE OASIS	0 items	Shared
	EdUHK	27 minutes ago	FSTE OASIS	0 items	Shared
	HKBU	31 minutes ago	FSTE OASIS	0 items	Shared
	HKCT	27 minutes ago	FSTE OASIS	0 items	Shared
	HKIT	26 minutes ago	FSTE OASIS	0 items	Shared
	HKMU	26 minutes ago	FSTE OASIS	0 items	Shared
	HKU	26 minutes ago	FSTE OASIS	0 items	Shared
	HKUST	26 minutes ago	FSTE OASIS	0 items	Shared
	HPSHCC	26 minutes ago	FSTE OASIS	0 items	Shared
	LU	25 minutes ago	FSTE OASIS	0 items	Shared
	PolyU	35 minutes ago	FSTE OASIS	0 items	Shared
	TWC	19 minutes ago	FSTE OASIS	0 items	Shared
	UOWCHK	19 minutes ago	FSTE OASIS	0 items	Shared
	VTC	31 minutes ago	FSTE OASIS	0 items	Shared
	YCCECE	18 minutes ago	FSTE OASIS	0 items	Shared
	YMCA	18 minutes ago	FSTE OASIS	0 items	Shared

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



- 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

Notification of Nomination Submission  
AY2024/25

**Start now**

### Outstanding Award for Student Integrated Service

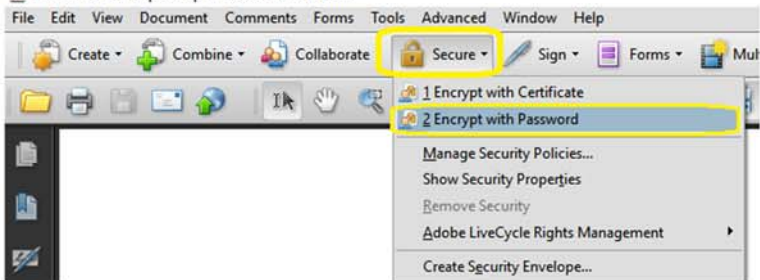
**\* Required**

1. Name of FSTE Member Institution \*

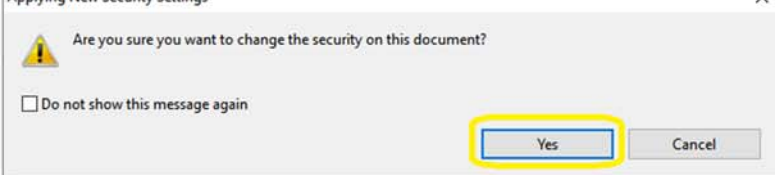
- ☐ Caritas - CBCC / CICE / SFU
- ☐ CityU - SCOPE
- ☐ CUHK - SCS
- ☐ EdUHK
- ☐ HKBU - SCE / CIE
- ☐ Hong Kong Chu Hai College
- ☐ HKCT - HKCT / CTIHE
- ☐ HKIT
- ☐ HKU - HKU SPACE / HKU SPACE CC
- ☐ HKMU - LiPACE

## How to encrypt Adobe Acrobat (PDF) file

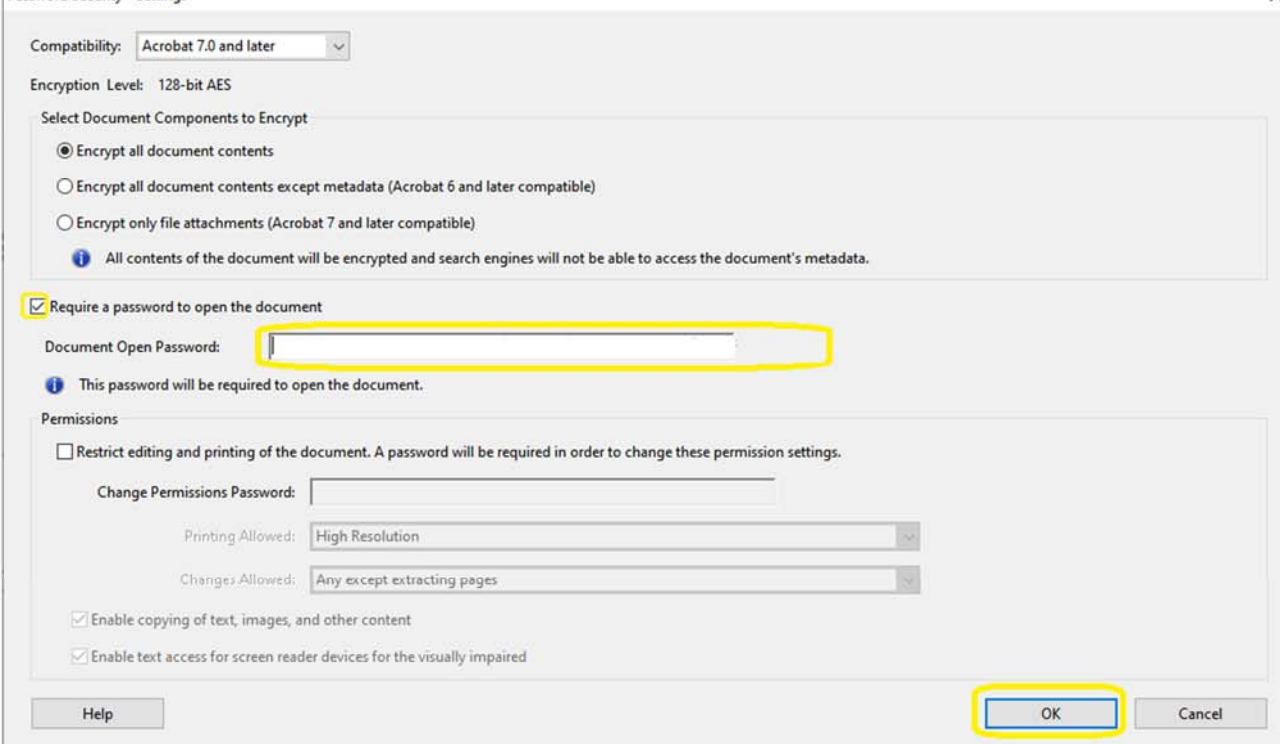
1. FSTE - Membership 2023.pdf - Adobe Acrobat Pro



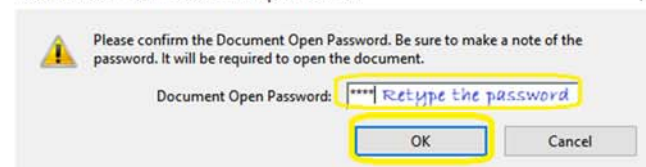
2. Applying New Security Settings



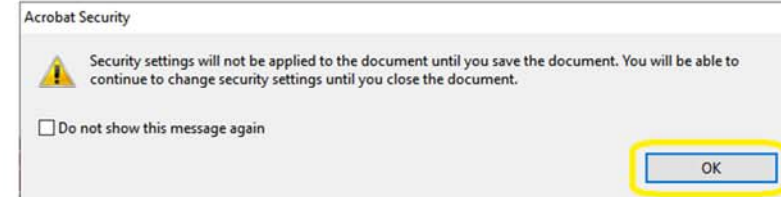
3. Password Security - Settings



4. Adobe Acrobat - Confirm Document Open Password



5.



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

