



## **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 (whichever applicable).
- Please encrypt your PDF file before uploading. Click <u>here</u> for <u>how-to</u>.
- You cannot delete the file 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 click <u>FSTE Teaching Excellence Award Submission</u> to access designated folder in OneDrive. OneDrive

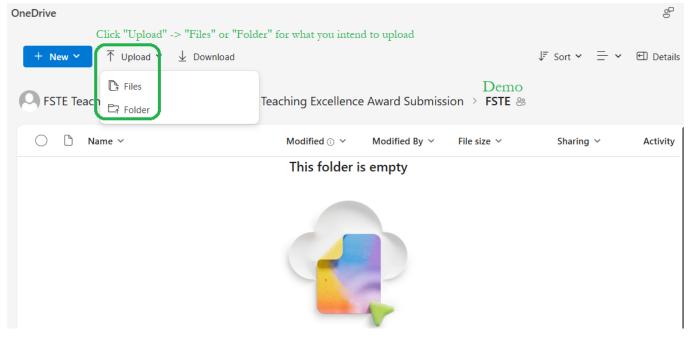
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🍋 FSTE Teaching Excellence Award 🔌 FSTE Teaching Excellence Award Submission 🛞

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	8	PolyU	April 24, 2024	FSTE Teaching Exce	0 items	88 Shared
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	8	YMCA	April 24, 2024 Page I of 3	FSTE Teaching Exce	0 items	88 Shared
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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.

<u>TA</u> र्ह	1. Name of FSTE Member Institution *	
	Caritas - CBCC / CICE / SFU	
	CityU - SCOPE	
	🔘 синк - scs	
	C EdUHK	
	HKBU - SCE / CIE	
FSTE Teaching	Hong Kong Chu Hai College	
Excellence Award	НКСТ - НКСТ / СТІНЕ	
(TEA)	) нкіт	
Notification of Nomination Submission	HKU - HKU SPACE / HKU SPACE CC	
AY2024/25	HKMU - LIPACE	
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## How to encrypt Adobe Acrobat (PDF) file

1.	Le Folk – 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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	Restrict editing and printing of the document. A password will be required in order to change these permission set	ettings.	Permission Details					
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	Enable copying of text, images, and other content							
	Enable text access for screen reader devices for the visually impaired							
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