Wenhui Award for Educational Innovation

User Guide for the Application System

1. Online Registration Form (Expression of Interest)

2. Online Application Form
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- Please click on this link: https://rb.gy/piejwu.
- The following screen will appear:

![Online Registration Form]

- Please enter all the required information and submit the form.
- The Secretariat will prescreen all the received registrations and send those who have passed the prescreening the link to the online application form.
- Please check both your inbox and spam/junk box to make sure you do not miss any email from Wenhui Award Secretariat.
2. Online Application Form

- Please click on the link in the above-mentioned email you will receive, should you pass the prescreening, to access the online application form. You need to use a desktop computer or a laptop, instead of mobile devices.
- After clicking on the link, the following screen will appear:

![Welcome to SharePoint Online](image)

- If the email address provided in your registration for the Wenhui Award is already associated with a Microsoft account, please enter the email address and the password of the account to log into the online application system.
• If the email address provided in your registration for the Wenhui Award is not associated with a Microsoft account, please click on “Create a Microsoft account, it’s quick and easy!” at the bottom.

• Enter the same email address and create your password. After inserting all the required information and completing the verification, your email address will be associated with a Microsoft account, and then you can use it to log into the online application system.

• Once logged in and authenticated, you will be directed to the home page.
• After clicking the “Application Form” button, you can access the form. Please fill in all the required fields and other fields you consider necessary. The session will expire **2 hours after you log in**. Please make sure you complete and submit the form within the time limit. You might need to prepare the required supporting documents beforehand.

• You will see in the application form the type of Nominator you selected in your online registration (expression of interest). If you opted for a National Commission for UNESCO or UNESCO Field Office as the Nominator, you need to choose from the scroll-down list the National Commission for UNESCO in your country or the UNESCO Field Office operating in your country.
• If you choose to be nominated by another international organization, please provide the full name of the organization, the full name of the contact person and their email address.

  **Full Name of International Organization**

  **Full Name of Contact**

  **Email**

• When you have filled in all the required fields correctly and are **ready to submit** the form, please **select “YES” in all the fields under Declaration**, and then **click Save** at the bottom of the form. **After this step, your application is submitted and you will not be able to make any changes.**

  **I acknowledge that I have read, understood, and agreed with the terms and conditions above.**

  and one of the following

  **Submit the application to Wenhui Award Secretariat and National Commission for UNESCO (Nominator)**

  **Submit the application to Wenhui Award Secretariat and UNESCO Field Office (Nominator)**

  **Submit the application to Wenhui Award Secretariat and another international organization (Nominator)**

  Once you select YES and save the form, it will be submitted and you will no longer be able to edit it.
• Please **wait for 1-5 minutes** to receive an email confirmation of your submission.

• If you want to review your submitted application, you can click on the link to the form in the email you received before. Alternatively, you can go to this website: [https://unesco.sharepoint.com/sites/wenhui-award](https://unesco.sharepoint.com/sites/wenhui-award), and after logging in, you will see the application home page again. Click “My Submissions” tab to access your submitted application.

• If you still need any inquiry after checking this User Guide and the Wenhui Award website carefully, please contact the Wenhui Award Secretariat by email: [wenhui.award@unesco.org](mailto:wenhui.award@unesco.org).