



Wenhui Award for Educational Innovation

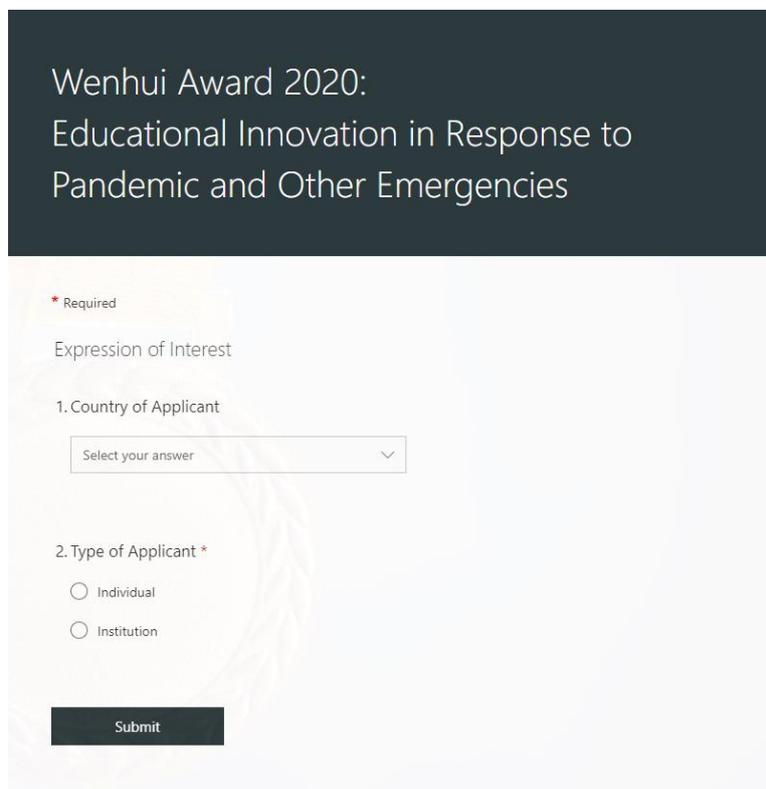
User Guide for the Application System

1. Online Registration Form (Expression of Interest)

2. Online Application Form

1. Online Registration Form (Expression of Interest)

- Please click on this link: <https://rb.gy/piejwu>.
- The following screen will appear:



The screenshot shows a registration form for the Wenhui Award 2020. The title is "Wenhui Award 2020: Educational Innovation in Response to Pandemic and Other Emergencies". The form is titled "Expression of Interest" and includes a red asterisk indicating required fields. The first question is "1. Country of Applicant", which is a dropdown menu with the text "Select your answer" and a downward arrow. The second question is "2. Type of Applicant *", which has two radio button options: "Individual" and "Institution". A "Submit" button is located at the bottom of the 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

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow UNESCO to use your basic profile (name and email address) in accordance with their privacy statement. UNESCO has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.



Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

[Legal](#) | [Privacy](#)

- 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.



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Sign in with a security key](#) (?)

[Sign-in options](#)

Next

- 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.



Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

[Legal](#) | [Privacy](#)

- 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.



Create account

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

Next

- Once logged in and authenticated, you will be directed to the home page.

Wenhui (文暉) Award for Educational Innovation 2020 Educational Innovation in Response to Pandemic and Other Emergencies



The Wenhui (文暉) Award was jointly created by the UNESCO Asia-Pacific Programme of Educational Innovation for Development (APEID) and the National Commission of the People's Republic of China for UNESCO in 2010, to recognize and reward individuals or institutions that have made outstanding contributions to educational innovation in the Asia-Pacific region. The theme of the Wenhui Award 2020 is “Educational Innovation in Response to Pandemic and Other Emergencies”.

Application Deadline: **18 October 2020**

For further information, including the application requirements and selection criteria, please visit the website:
<https://bangkok.unesco.org/content/wenhui-award-2020>

(Click the button below to apply; fields marked with * are required; to save the form, all required fields must be filled in)

Application Form

- 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.

Applicant Information -

Type of Applicant *

Title *
If you are applying as institution, please choose the title of the person representing the institution.

If other, please specify

Full Name *
If you are applying as institution, please enter the full name of the person representing the institution; please capitalize the surname.

Gender *
If you are applying as institution, please choose the gender of the person representing the institution.

Institution/Organization (Full Name) *
If you are applying as individual, please enter the full name of your employer/workplace.

Type of Institution *

- Government
- Educational Institution
- International Organization
- Non-Governmental Organization
- Other

If you are applying as individual, please select your employer/workplace's type

- 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.

National Commission for UNESCO

The system will automatically send your application form together with the required documents and other supporting materials to the UNESCO National Commission you selected. The National Commission will review your application package and decide whether to nominate you for further selection.

OR

UNESCO Field Office

The system will automatically send your application form together with the required documents and other supporting materials to the UNESCO Field Office you selected. The UNESCO Office will review your application package and decide whether to nominate you for further selection.

- 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	<input type="text"/>
Full Name of Contact	<input type="text"/>
Email	<input type="text"/>

- 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)	<input type="text" value="YES"/>	Once you select YES and save the form, it will be submitted and you will no longer be able to edit it.
Submit the application to Wenhui Award Secretariat and UNESCO Field Office (Nominator)	<input type="text" value="YES"/>	Once you select YES and save the form, it will be submitted and you will no longer be able to edit it.
Submit the application to Wenhui Award Secretariat and another international organization (Nominator)	<input type="text" value="YES"/>	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>, 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.