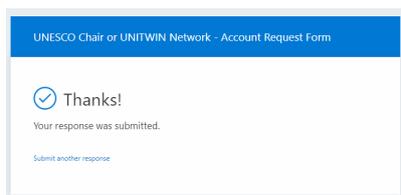


C - User Guide for the online submission platform

Step 1: Register

- The higher education institutions that are pre-selected to submit an application for establishing a UNESCO Chair or UNITWIN Network are invited to register to access the online submission platform
- Basic information on the applying higher education institution is submitted through the [Account Request Form](#)
Note: The contact information should be that of the person at the proposed host institution who will prepare and submit the application, and act as main focal point with UNESCO and the National Commission during the process evaluation and potential establishment of the Chair or Network
- The following indicates that the Account Request Form was successfully submitted



Step 2: Access the online submission platform

- A notification will be sent to the email address indicated in the Account Request Form, with a link to access the online submission platform
- Click on the link
- If the email address indicated is already associated with a Microsoft account (i.e. @outlook.com, @hotmail.com, @live.com), please enter the information and password
- Otherwise, create a Microsoft account [See the end of the guide for instructions on how to create a Microsoft account]

Step 3: Fill in the Application Form

- Once logged in, the user will be redirected to the following page



- The 'Join us' button will lead to the Application Form that the user can begin completing

Additional guidance notes

- Read the information button  (if available) on each question to get more detailed guidance on how to best complete the question.
- After 15 minutes of inactivity, the session will timeout automatically. Hence, it is advisable to complete the form in multiple steps and save regularly.
- Important: If, after having clicked on SAVE button, the user is not redirected to “ My Applications” and remains on the form, this means that there has been an error and the application has not been saved!
- If the user is not able to save the Application, check for error messages in red throughout the form (e.g. mandatory field not completed; exceeded limit of words).
- Required fields are marked with an asterisk (*) All such fields must be filled before an application can be saved or submitted.
- To edit the application, click on ‘Edit Item’ on the top left
- The user is advised to complete the form in a Word document, and then paste the text into the online submission platform. The user must respect the **character limit**, otherwise saving will not be possible.
- At any given time, clicking on “**My Applications**” in the left-hand menu will show the saved application thus far.

Step 4: Submit the application

- When the user has completed the Application Form and is ready to submit it, YES should be selected, followed by the Save button. Once saved, the user can press the Apply button.
- An email message will be sent to the user confirming the successful submission of the application.

How to create a Microsoft account?

- Click on “create a Microsoft account”

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.

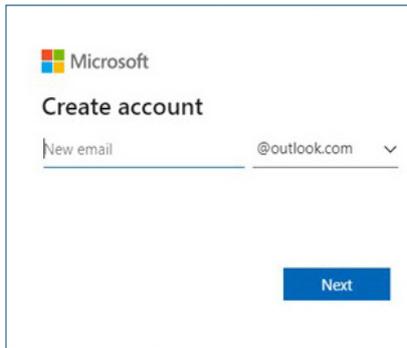
 **Microsoft account**
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

 **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!](#)



- Enter an email and create a password



Microsoft
Create account
New email @outlook.com



Microsoft
← unescochairs123@outlook.com
Create a password
Enter the password you would like to use with your account.

 Show password
 I would like information, tips, and offers about Microsoft products and services.

- Insert the requested information, and confirm the creation of the account via the security code sent directly to the email provided
- The Microsoft account is then created. User can log in with username and password.
- Proceed to Step 3 to complete the Application Form.