HONG KONG INSTITUTE OF VOCATIONAL EDUCATION  
(KWAI CHUNG) 

Evening Class Administrative Circular No. 3/05-06  

E-mail Account For All PTE Administrative Supervisors And Lecturers  

Please note that all PTE lecturers would be given an e-mail account by the Council. 

2. Registration can be completed by entering the website http://www.vtc.edu.hk/ptemail with the following procedures:-

   i) press “Account Activation”
   ii) key in the required data (PTE staff no. and password)  
      (please contact ESU at 2612 3560 should PTE lecturers do not know the PTE staff no.)
   iii) press “Activate”

3. Your e-mail address is the same as your PTE Staff No. e.g. (056XXX@vtc.edu.hk). 
   The simplest way to check your e-mail is to use the web-mail services at (http://webmail.vtc.edu.hk).

4. Full-time staff who already have an e-mail address with the Council are also required to activate the account as mass mailing list for evening classes would be compiled. You can use the function of mail forwarding to forward all your evening e-mails to your existing full-time e-mail account for easy communication. This is because our Evening Section will from time to time issue notices and circulars to PTE lecturers through their PTE e-mail accounts.

5. Below are some useful e-mail addresses for your reference if you would like to communicate with either teaching departments or PTE administration.

   Department of Business Administration       kc-ba@vtc.edu.hk
   Department of Computing                      kc-cp@vtc.edu.hk
   Department of Fashion and Textiles           kc-ft@vtc.edu.hk
   Evening Studies Unit                         kc-esa@vtc.edu.hk
   Apply for Cancel Class                      kccancel@vtc.edu.hk
   Apply for Make-up Class                      kcmakeup@vtc.edu.hk

6. If you have any questions regarding the above, please contact ESU at 2612 3560.

( K. L. CHU )  
Principal  
Hong Kong Institute of Vocational Education (Kwai Chung)