

# User Guide for Teachers (MS Teams for Teaching)

- Creating a Team for Your Class

Note:

(1) Last updated date of this training document /video: 17 Aug 2021, version no.: 2.0

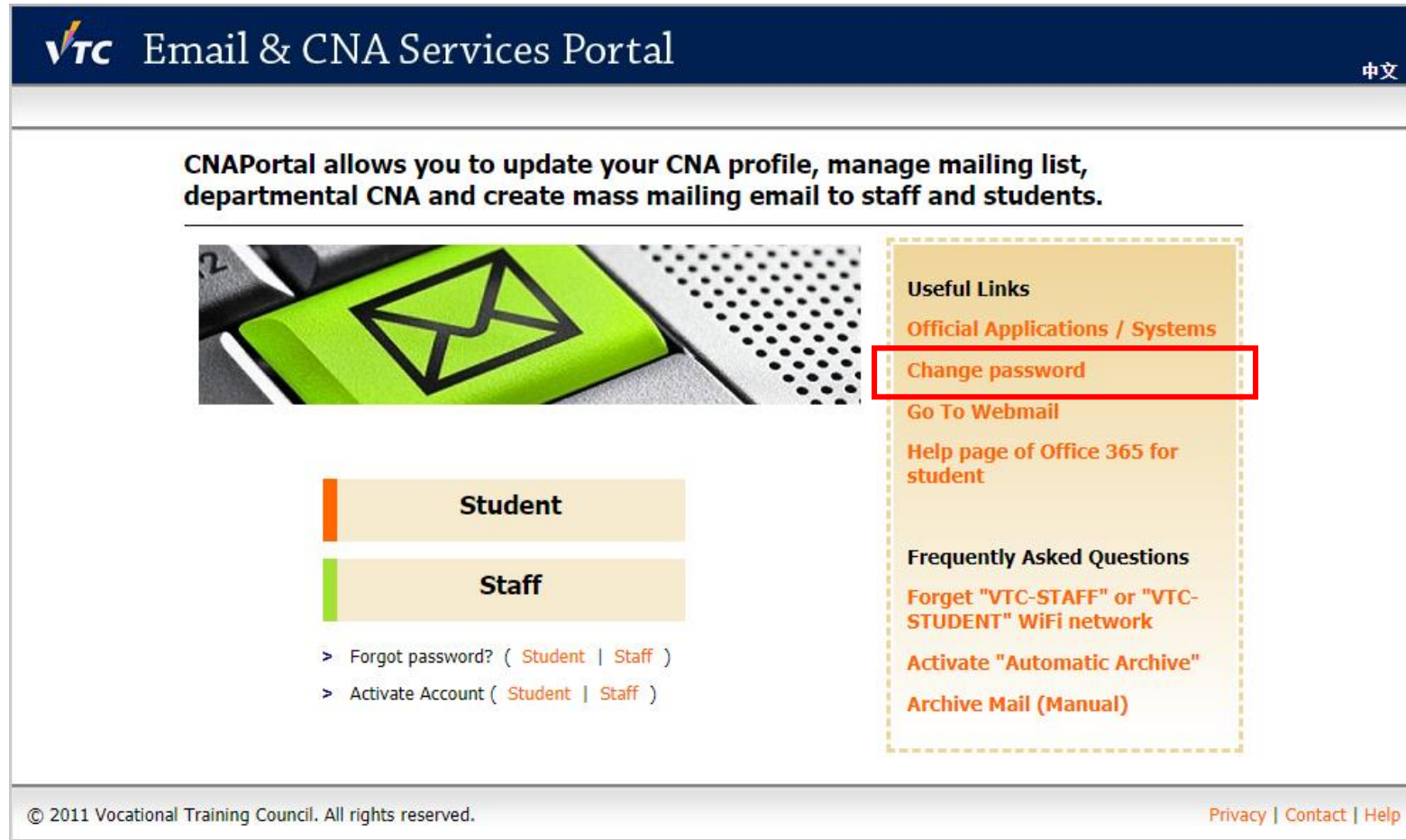
(2) The user-interface (UI) shown in this training document /video may vary from the latest look of Teams app.



## **2. Change Password - similar to changing password of your staff CNA**



# Change Password



The screenshot shows the VTC Email & CNA Services Portal. The header includes the VTC logo and the text 'Email & CNA Services Portal' on the left, and '中文' on the right. Below the header, a text block states: 'CNA Portal allows you to update your CNA profile, manage mailing list, departmental CNA and create mass mailing email to staff and students.' To the left of the 'Useful Links' menu is an image of a green envelope icon on a keyboard. Below the image are two buttons: 'Student' (with an orange bar) and 'Staff' (with a green bar). Under these buttons are two links: '> Forgot password? ( Student | Staff )' and '> Activate Account ( Student | Staff )'. On the right side, a 'Useful Links' menu is displayed in a dashed box. The 'Change password' link is highlighted with a red rectangular border. Other links in the menu include 'Official Applications / Systems', 'Go To Webmail', 'Help page of Office 365 for student', 'Frequently Asked Questions', 'Forget "VTC-STAFF" or "VTC-STUDENT" WiFi network', 'Activate "Automatic Archive"', and 'Archive Mail (Manual)'. The footer contains the copyright notice '© 2011 Vocational Training Council. All rights reserved.' and links for 'Privacy | Contact | Help'.

Go to <https://cnatools.vtc.edu.hk/>

Click "**Change Password**" under "Useful Links" of the right-hand side menu.



# Change Password

*Tips:* You should follow the password policy to set a password.



VTC Email & CNA Services Portal 中文

**Please follow the instructions to change your password.**  
Please enter the required information for change your password.

CNA	Current Password
<input type="text"/>	<input type="text"/>
New password	Confirm new password
<input type="text"/>	<input type="text"/>
<input type="button" value="Change password"/>	


[Privacy](#) [Contact](#) [Help](#)

© 2020 Vocational Training Council. All rights reserved.

Fill in the required details and click **"Change Password"**.



# Change Password

 Email & CNA Services Portal 中文

**Your password has been changed successfully and will be effective in 5 minutes**  
[Click here to go to the login page](#)

---

CNA

Current Password

New password

Confirm new password

[Change password](#)

[Privacy](#) [Contact](#) [Help](#)

© 2020 Vocational Training Council. All rights reserved.

You have successfully updated your password.



**End**



# Produced by Information Technology Services Division

Please visit the website for more videos:



 <https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/teacher.html>

For upcoming features, please visit:



<https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/teacher.html#upcoming>