# User Guide for Teachers (MS Teams for Teaching) • Creating a Team for Your Class

Note:

(1) Last updated date of this training document /video: 21 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.

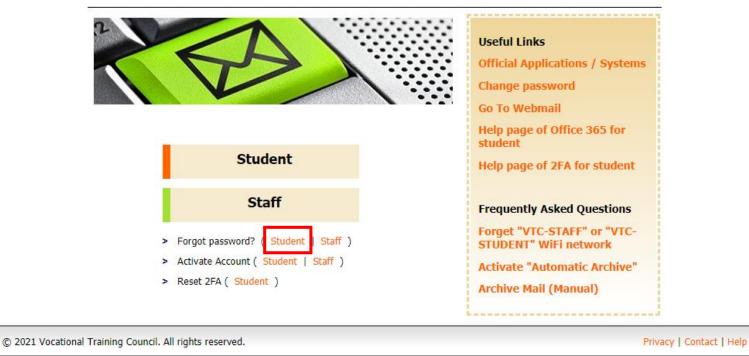


# **3. Forget Password – similar to resetting password for your staff CNA**



#### **Vrc** Email & CNA Services Portal

CNAPortal allows you to update your CNA profile, manage mailing list, departmental CNA and create mass mailing email to staff and students.



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**Tips:** You need to select <u>"Student"</u> instead of "Staff" to reset password of your "Teaching CNA".

Go to <a href="https://cnatools.vtc.edu.hk/">https://cnatools.vtc.edu.hk/</a> and click "Forgot password? (Student)".



Your progress	Read and Agree Regulations	CNA Checking	Reset Password
Please scro	ll through to read all t	he contents in the Re	egulations
	all observe and follow the bes etc.) and avoid uploading conf		tion services (e.g. OneDrive, SharePoint, Office rials to the online workspace.
A.5 Printing			
related p	e advised to pick up their print		personal use or any other non-work/academic heft or unnecessary disposal.
Last updated:	3 August 2020		
			IT facilities and resources in VTC and activate the CNA.

(1) Read the whole page of regulations and (2) click "I have read, understood and agreed..."

(3) Click the "**Accept**" button to continue.



Your progress       Read and Agree Regulations       CNA Checking       Reset Password         Reset Password - Please enter your CNA to verify your identity.       (1) CNA: E-stevenkwong	Image: Image: staff conductive staff conduc
© 2021 Vocational Training Council. All rights reserved.	Contact   Help
(1) Enter your " <b>Teaching CNA</b> " in the Student CNAPortal a	

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Your progress       Read and Agree Regulations	<i>Tips:</i> You should follow the password policy to set a password.
Please follow the instructions to reset your password.         Please enter the required information for verifying your identity and resetting your password.         CNA:       t-stevenkwong         Date of birth:       01 v) / 01 v         HKID / Passport No:       A 1234 )xX(X)         New password:       ••••••••••••••••••••••••••••••••••••	
© 2021 Vocational Training Council. All rights reserved.  Privacy   Contact   Help	ITSD
Fill in the required details to reset your password and click " <b>Change</b>	Password".

**VTC** Email & CNA Services Portal



Please remind to update the password setting (Email profile / WIFI) of your devices.



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You have successfully updated your password.







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