# 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.

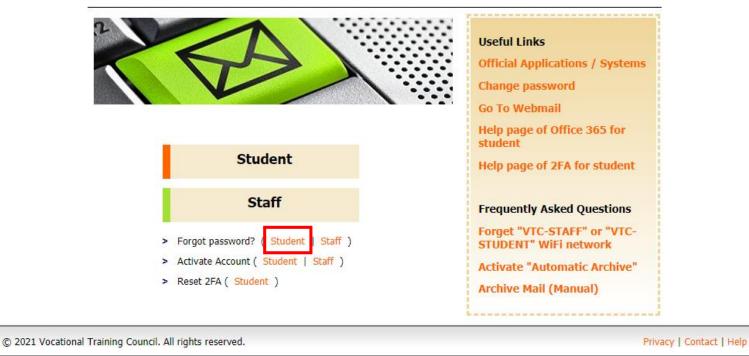


# **3. Forget Password – similar to resetting password for your staff CNA**



#### **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<br>etc.) and avoid uploading conf |                       | tion services (e.g. OneDrive, SharePoint, Office<br>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<br>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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