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.

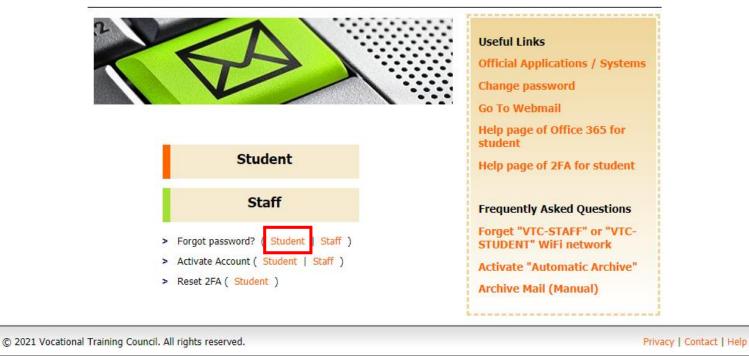


3. Forget Password – similar to resetting password for your staff CNA



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 https://cnatools.vtc.edu.hk/ 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 " Teaching CNA " 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 " Change | 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.







Produced by Information Technology Services Division

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