

# 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**



# Forget Password

VTC Email & CNA Services Portal 中文

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



**Student**

**Staff**

- › Forgot password? ( **Student** | Staff )
- › Activate Account ( Student | Staff )
- › Reset 2FA ( Student )

**Useful Links**

- Official Applications / Systems
- Change password
- Go To Webmail
- Help page of Office 365 for student
- Help page of 2FA for student

**Frequently Asked Questions**

- Forget "VTC-STAFF" or "VTC-STUDENT" WiFi network
- Activate "Automatic Archive"
- Archive Mail (Manual)

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



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

# Forget Password

VTC Email & CNA Services Portal 中文 [Login](#)

Your progress **Read and Agree Regulations** CNA Checking Reset Password

**Please scroll through to read all the contents in the Regulations**

iii. Users shall observe and follow the best practices on using collaboration services (e.g. OneDrive, SharePoint, Office Online, etc.) and avoid uploading confidential and/or indecent materials to the online workspace.

**A.5 Printing Service**

i. The printing service provided by VTC are not intended for users' personal use or any other non-work/academic related printing or copying.

ii. Users are advised to pick up their printer output promptly to avoid theft or unnecessary disposal.

Last updated: 3 August 2020

(1)

(2)  have read, understood and agreed to observe the Regulations when using the IT facilities and resources in VTC and activate the CNA.

(3)

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

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



# Forget Password

VTC Email & CNA Services Portal 中文 Login

Your progress Read and Agree Regulations CNA Checking Reset Password

**Reset Password - Please enter your CNA to verify your identity.**

(1) CNA:   
@vtc.edu.hk / @stu.vtc.edu.hk

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**Tips:** Your "Teaching CNA" in the Student CNA Portal is the combination of "t-" and your staff CNA. e.g. If your staff CNA is "peter.chan", your teaching CNA will be "t-peter.chan".



(1) Enter your "**Teaching CNA**" in the Student CNA Portal and (2) click the "**Next**" button.

# Forget Password

**VTC** Email & CNA Services Portal 中文  
[Login](#)

Your progress: Read and Agree Regulations → CNA Checking → **Reset 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 / 01

HKID / Passport No: A 1234 XX(X)

New password: ..... **Strong Password**

Confirm new password: ..... **Password Match**

[Back](#) [Change Password](#)

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




Fill in the required details to reset your password and click **“Change Password”**.




# Forget Password

 Email & CNA Services Portal 中文

 **Your password was successfully changed!**

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

 [Go to home page](#)

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You have successfully updated your password.



**End**





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