User Guide for Teachers
(MS Teams for Teaching)

- Creating a Team for Your Class

1. Activate Teaching Account in Student CNAPortal

Activate Teaching Account in Student CNAPortal

Why do we need a separate MS Teams account for teaching?

Recommended by Microsoft, we create a teaching account, i.e. t-<CNA>@stu.vtc.edu.hk, for you to communicate/interact with students. On the Teams platform, students can use built-in functions for different class activities.

For security reason, your normal staff account can only be used to communicate with colleagues.

Activate Teaching Account in Student CNAPortal

Tips:
You need to select *"Student"* instead of *"Staff"* for the teaching account.

Go to https://cnatools.vtc.edu.hk/ and click "**Activate Account (Student)**".

Activate Teaching Account in Student CNAPortal

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

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

Activate Teaching Account in Student CNAPortal

Tips: *Your "Teaching CNA" in the Student CNAPortal 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 "**Teacher CNA**" in the Student CNAPortal
(2) Click the "**Next**" button

Activate Teaching Account in Student CNAPortal

Fill in the required details and select "**Activate**".

Activate Teaching Account in Student CNAPortal
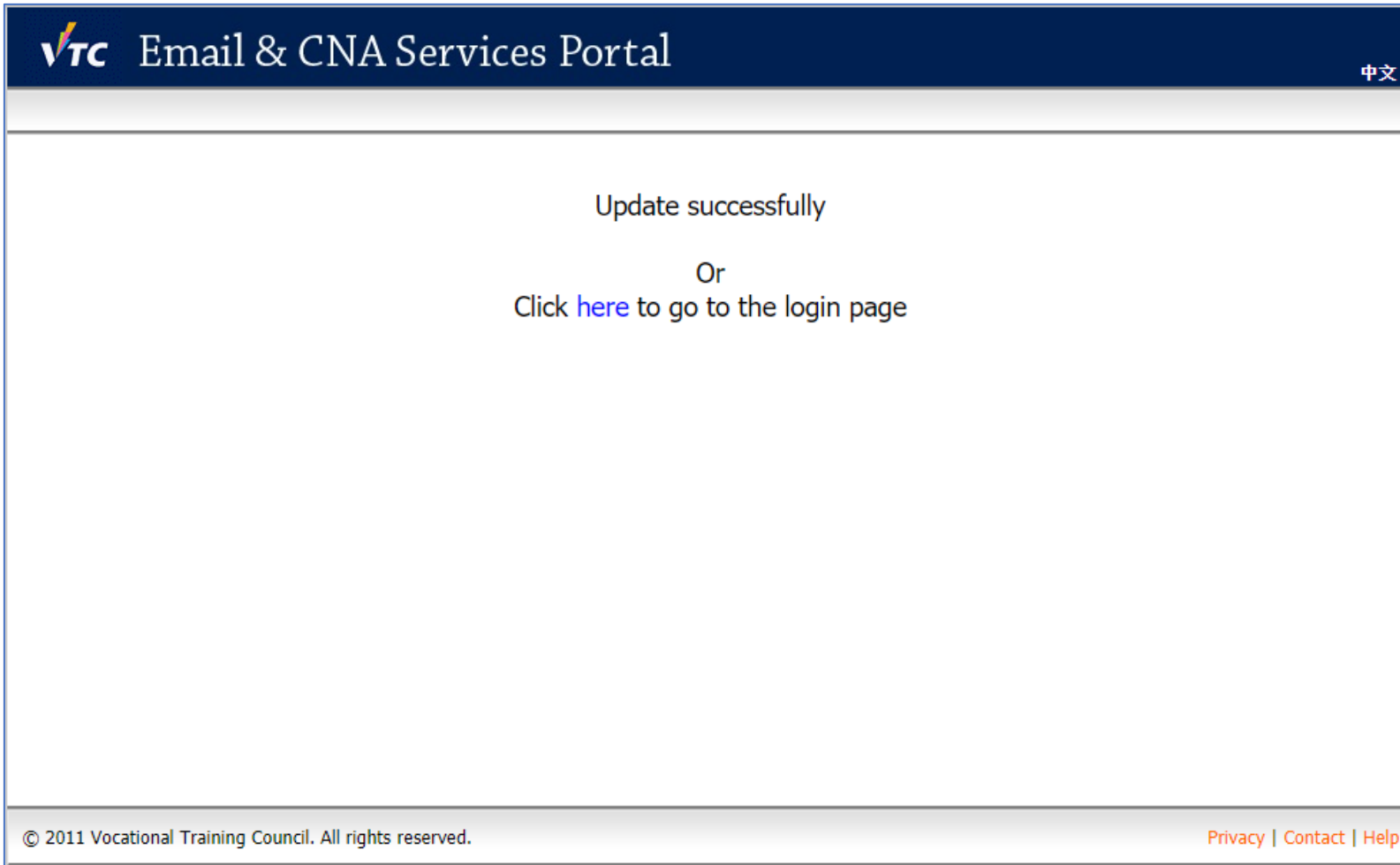
Tips: *Your "t-" teaching account will be ready to use approximately 30 minutes after activation. Please wait.*
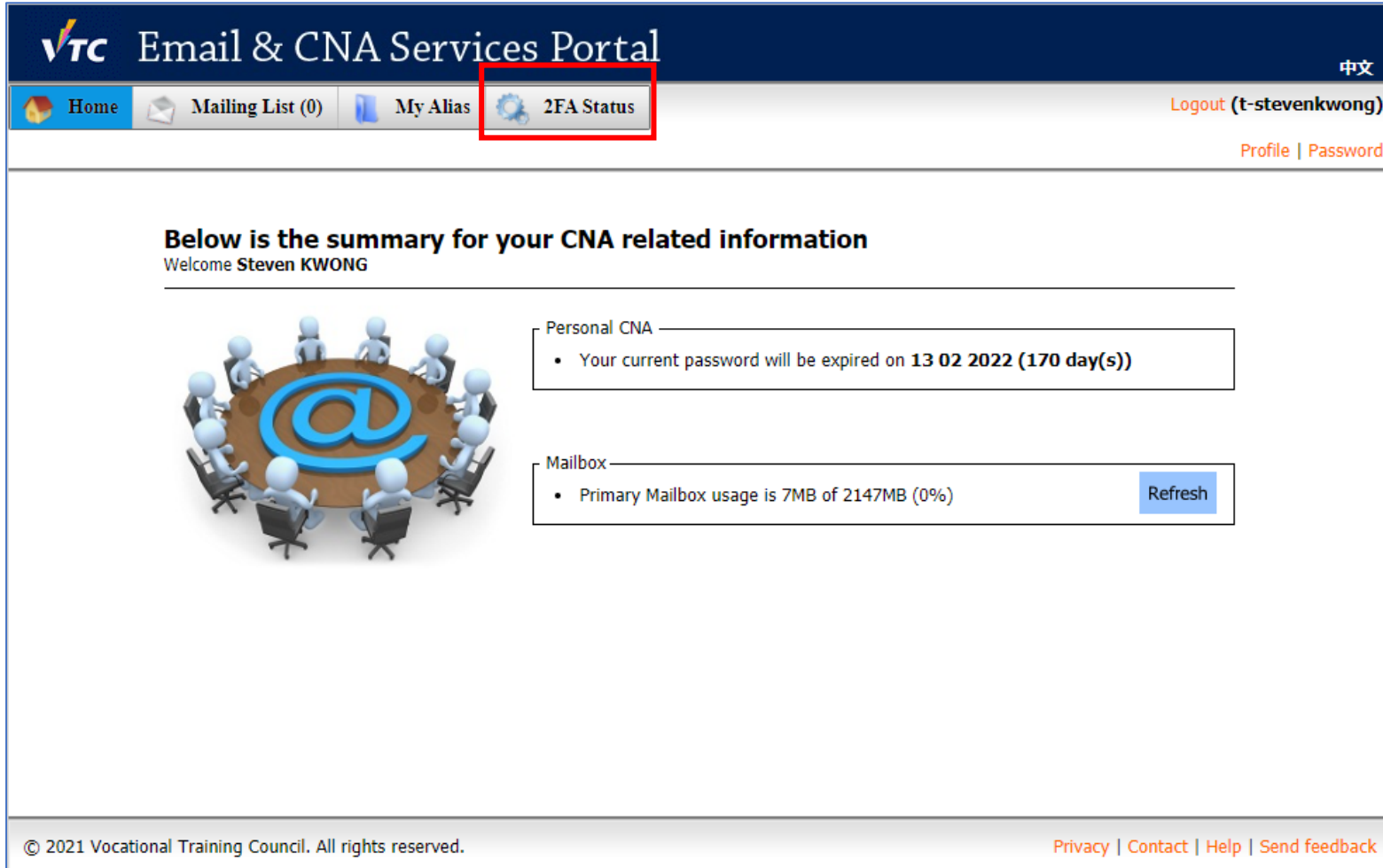
"Update successfully" will be shown.

You may now login the Student CNAPortal with your "t-" teaching account. For MS Teams, please try after 30 minutes.

Activate Teaching Account in Student CNAPortal

Tips: *To enhance the security level, Two Factor Authentication should be enabled by following the guidelines and procedures:* *https://2fa.stu.vtc.edu.hk/home/guideline.html*

End

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Please visit the website for more videos:

Online Teaching Guidebook for
Teaching Staff using Microsoft Teams

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