

User Guide for Teachers (MS Teams for Teaching)

- Creating a Team for Your Class

Note:

(1) Last updated date of this training document /video: 17 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.



1. Activate Teaching Account in Student CNAPortal



Activate Teaching Account in Student CNA Portal

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 CNA Portal

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.

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)

Student

Staff

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

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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 CNA Portal

VTC Email & CNA Services Portal

中文
Login

Your progress: Read and Agree Regulations CNA Checking Account Activation

Please scroll through to read all the contents in the Regulations

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) I 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 & Activate Account**" button to continue.



Activate Teaching Account in Student CNA Portal

VTC Email & CNA Services Portal 中文
Login

Your progress **Read and Agree Regulations** **CNA Checking** Account Activation

Please follow the instructions to activate your CNA
Please enter your CNA for verifying your identity

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

(2)

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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 "**Teacher CNA**" in the Student CNA Portal
- (2) Click the "**Next**" button

Activate Teaching Account in Student CNA Portal

VTC Email & CNA Services Portal 中文 Login

Your progress **Read and Agree Regulations** **CNA Checking** **Account Activation**

Please follow the instructions to activate your CNA
Please enter the required information for verifying your identity

CNA: t-timmykong

Date of birth: 01 / 01

HKID / Passport No: A 1234 XX(X)

New password: **Strong Password**

Confirm new password: **Password Match**

Back Activate

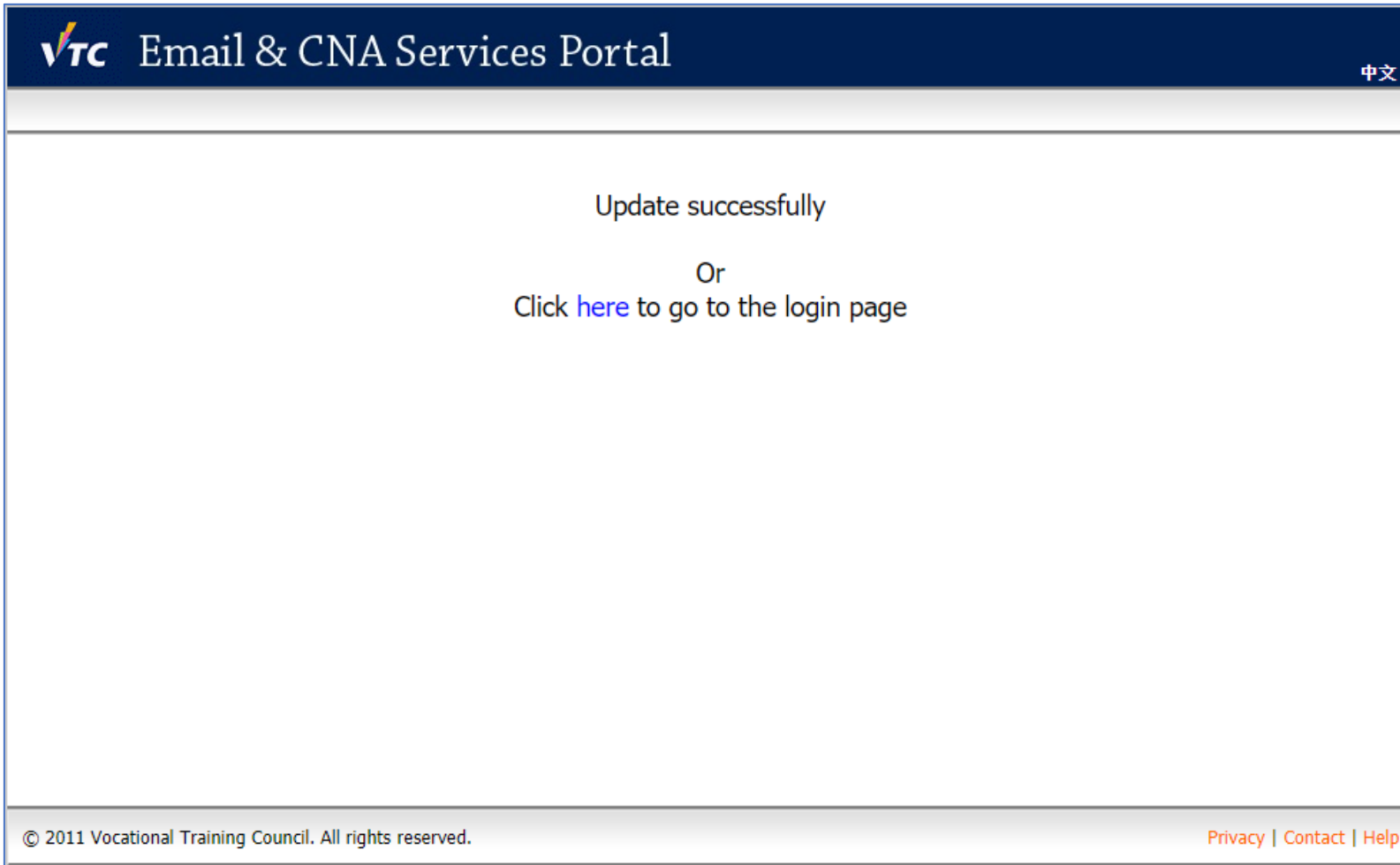
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Tips: You should follow the password policy to set a password.



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.

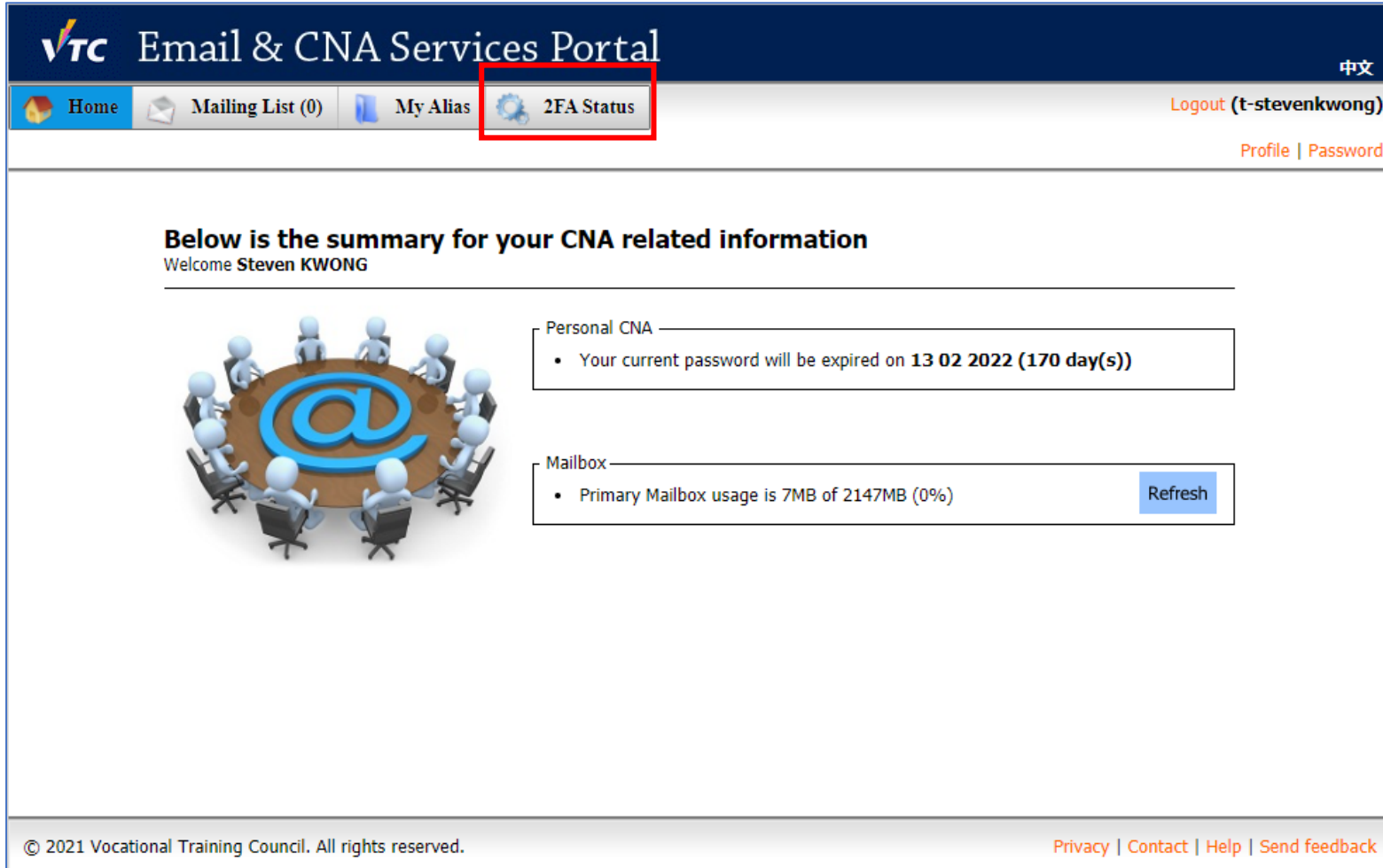


"Update successfully" will be shown.

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 CNA Portal



VTC Email & CNA Services Portal 中文

Home Mailing List (0) My Alias **2FA Status** Logout (t-stevenkwong) Profile | Password

Below is the summary for your CNA related information
Welcome Steven KWONG



Personal CNA

- Your current password will be expired on **13 02 2022 (170 day(s))**

Mailbox

- Primary Mailbox usage is 7MB of 2147MB (0%) Refresh

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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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 <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>