

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 2020, version no.: 1.0

(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.

Student

Staff

> Forgot password? (Student | Staff)

> Activate Account (Student | Staff)

Useful Links

- Official Applications / Systems
- Change password
- Go To Webmail
- Help page of Office 365 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*" for the teaching account.



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

Activate Teaching Account in Student CNA Portal

The screenshot displays the 'VTC Email & CNA Services Portal' interface. At the top, there is a navigation bar with the VTC logo, the text 'Email & CNA Services Portal', and a 'Login' link. Below the navigation bar, a progress indicator shows three steps: 'Read and Agree Regulations' (highlighted in blue), 'CNA Checking', and 'Account Activation'. The main content area contains a scrollable box with the following text:

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

Below the scrollable box, there is a checkbox with the text: "I have read, understood and agreed to observe the Regulations when using the IT facilities and resources in VTC and activate the CNA." The checkbox is checked. At the bottom of the scrollable box, there is a blue button labeled "Accept & Activate Account".

Red boxes and numbers (1), (2), and (3) are overlaid on the image to indicate the steps: (1) points to the scrollable box, (2) points to the checkbox, and (3) points to the "Accept & Activate Account" button.

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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 CNAPortal

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

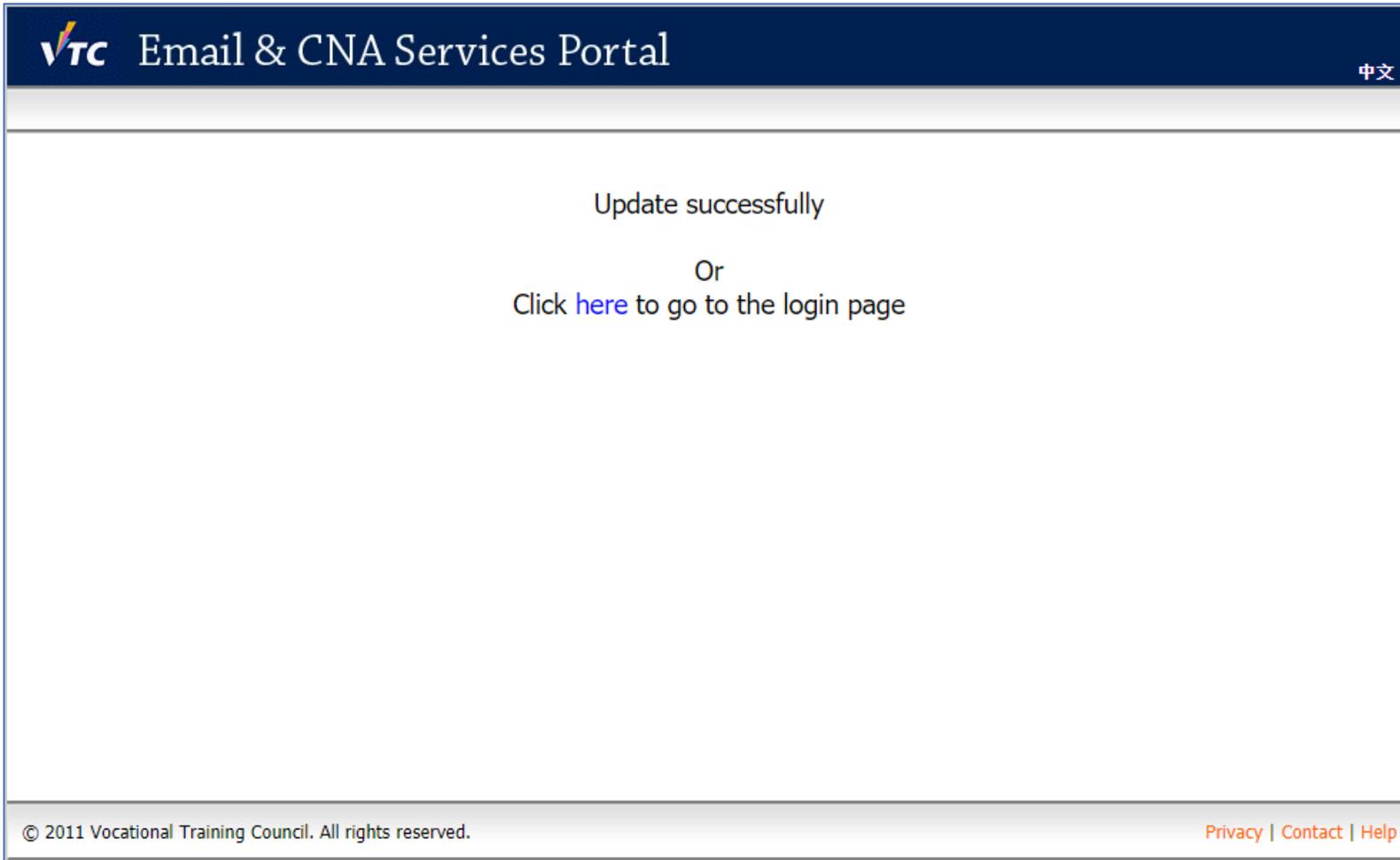
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Tips: You should follow the password policy to set a password.



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.



End



Produced by Information Technology Services Division

Please visit the website for more videos:



 <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>