

Hong Kong Institute of Vocational Education(Sha Tin)  
Note for 2025/2026 New Student Preparation for Academic Year 2025/2026

A copy has been  
saved on the  
orientation website

<地址欄一> <地址欄二>

<地址欄三>

<地址欄四>

<學生姓名> Student,

Welcome to our institution. Please read the following information carefully and complete the preparation work as mentioned. This will help you quickly adjust to your new learning environment:

**1. Important information**

- a. Student ID /CNA: <學生證號碼> (For student identification/login system)
- b. E-mail: <CNA> @stu.vtc.edu.hk (To receive information from the department, institution, and VTC)
- c. Please ensure that your Chinese and English names match those on your Hong Kong identity document. If any corrections are needed, please bring the original Hong Kong identity document to the One-stop Student Service Centre (G/F 023) to update your information.

Chinese Name: < 中文姓名 >

English Name: < 英文姓名 >

**2. Campus Orientation arrangement as follows:**


26/8/2025 (Tue)	09:15-12:30	Department of Health and Life Sciences
26/8/2025 (Tue)	13:45-17:00	Department of Business
27/8/2025 (Wed)	09:15-12:30	Department of Childcare, Elderly and Community Services — Higher Diploma in Child Care and Education — Higher Diploma in Special Child Care and Inclusive Education — Higher Diploma in Integrated Social and Health Services — Higher Diploma in Community Service Planning and Navigation — Higher Diploma in Play-based Learning
27/8/2025 (Wed)	13:45-17:00	Department of Childcare, Elderly and Community Services — Higher Diploma in Social Work — Diploma of Foundation Studies - Community Services
28/8/2025 (Thu)	09:15-12:30	Department of Engineering
28/8/2025 (Thu)	13:45-17:00	Hong Kong Institute of Information Technology (HKIIT) at IVE(ST)

Adverse Weather Notice

<https://www.vtc.edu.hk/home/en/about-us/adverse-weather-notice.html>



3. For new students, please go to the CNA service website (<https://cnatools.vtc.edu.hk/CNAPortal/>) to activate your CNA and follow the instructions to set up your password. If you forget your password, please reset it on the CNA service website.

System	Website	Function
a. CNA service:	<a href="https://cnatools.vtc.edu.hk/CNAPortal/">https://cnatools.vtc.edu.hk/CNAPortal/</a>	Change/reset CNA
b. 2FA:	<a href="http://st.vtc.edu.hk/2fa/">http://st.vtc.edu.hk/2fa/</a>	Activate two-factor authentication (2FA). Some off-campus services, such as the CNA Service Portal, require 2FA login.
c. VPN:	<a href="https://vpnweb.vtc.edu.hk/">https://vpnweb.vtc.edu.hk/</a> After installing the VPN, you can log into the IVE (Sha Tin) intranet (stintra.vtc.edu.hk) to access useful campus information. 	Access the IVE (ST) intranet from off-campus and obtain information such as department details, student services and facilities information, etc.

4. After activating the above systems, please log in to the following systems.  
For details, you can visit <https://www.vtc.edu.hk/st/orientation/2526/lrc/> or scan the QR code on the right.



System	Website	Function
a. E-mail:	<a href="https://webmail.vtc.edu.hk">https://webmail.vtc.edu.hk</a>	Receive institute information and contact staff.
b. MyPortal:	<a href="https://myportal.vtc.edu.hk">https://myportal.vtc.edu.hk</a>	Handle student affairs and administration
c. Moodle:	<a href="https://moodle.vtc.edu.hk">https://moodle.vtc.edu.hk</a>	Handle module learning matters
d. Office 365:	<a href="http://office365.stu.vtc.edu.hk/">http://office365.stu.vtc.edu.hk/</a>	Free use of online Office 365
e. VTC Apps:	<a href="https://www.vtc.edu.hk/mobileapp">https://www.vtc.edu.hk/mobileapp</a>	Handle student affairs and administration, such as checking timetables, etc.

5. Access the new student information website (<https://www.vtc.edu.hk/st/orientation>)



- Campus Orientation arrangements
  - Please visit <https://www.vtc.edu.hk/st/orientation> or scan the QR code on the right starting from 11 August to check the campus orientation arrangements for each programme.
  - When entering the campus, please refer to the attachment: Notes on Entering the Campus.
- Academic arrangements
  - Check class timetable (will be released on 25 August 2025)
  - Apply for exemption / credit transfer (application deadline: 15 September 2025)

c. Application matters

- Student locker (application period: 1 to 30 September 2025)
- MTR Student Travel Scheme
  
- Student Financial Assistance Schemes and Student Travel Subsidy Scheme
  - i. Full-time Higher Diploma students can submit online applications through the government's Student Finance Office (SFO).
  - ii. Diploma of Foundation Studies students can apply for Vocational Training Council fee remission and the Student Travel Subsidy Scheme of the Student Finance Office through the Student Development Office.

**6. Student Development Office activities**

Student Development Office regularly organizes various activities to help students expand their social networks, enhance communication skills, acquire new knowledge and skills, and prepare for future studies and careers.



You can browse the activities at <https://www.vtc.edu.hk/st/sdo/act/> or scan the QR code on the right.

**7. For inquiries or assistance, you can contact the [One-stop Student Services Centre] or reach us by the following means:**

Address: Room 023, G/F / Tel: 2606 6227 / WhatsApp: 2256 7565 / E-mail: [stcampus@vtc.edu.hk](mailto:stcampus@vtc.edu.hk)



— The End —

Walking Route from Fotan Station