

資訊科技組服務 (ITSS) Information Technology and Services Section



Member of VTC Group
VTC 機構成員



資訊科技組服務 ITSS Services



4/F 教學用電腦室 – Computer Labs

Computer labs opens for class only
電腦室只在上課時開放



4/F 教學用電腦室 – Computer Labs

All ITSS desktop and notebooks are installed with **reborn cards**

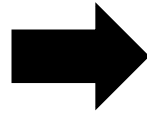
所有ITSS的電腦已裝上**再生卡**



4/F 教學用電腦室 – Computer Labs



Newly Installed PC
新安裝的電腦



Used PC
用過的電腦

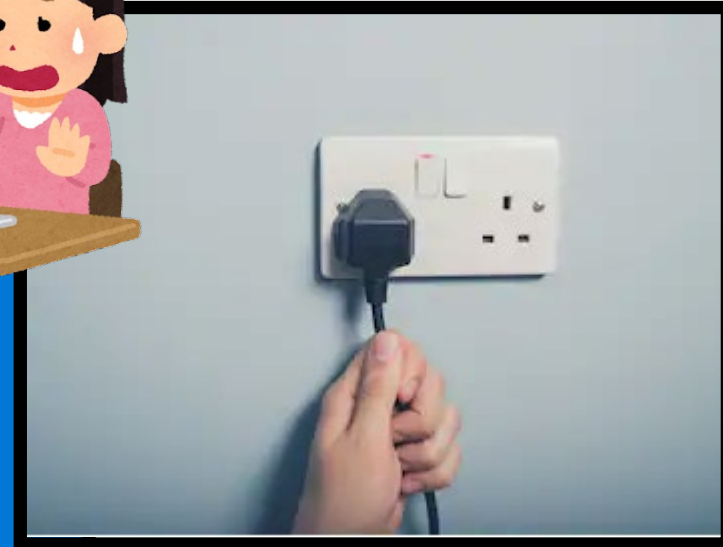
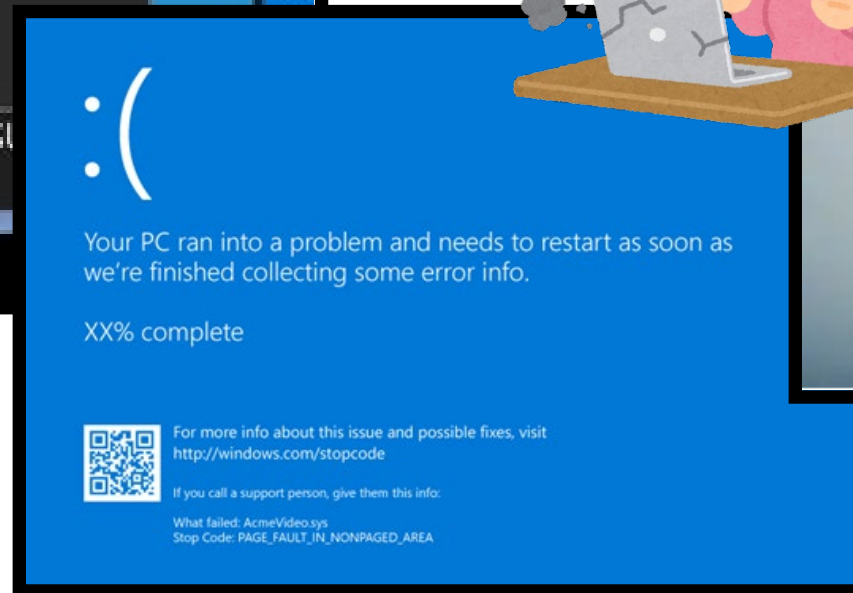
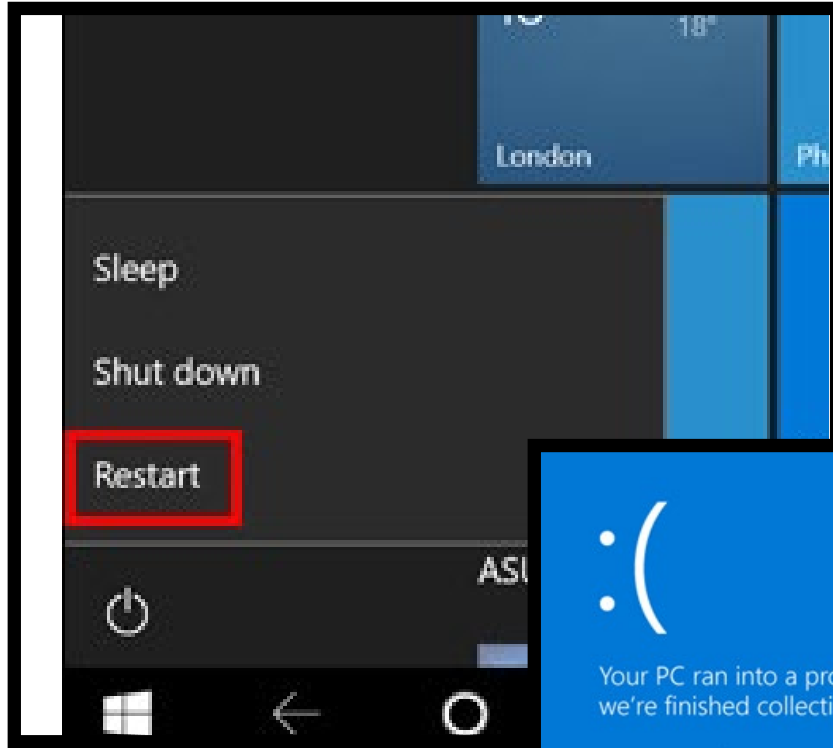
After reboot, the reborn card will reset the harddisk to its newly installed state

重新啓動後，再生卡會把電腦硬盤重置成新安裝狀態



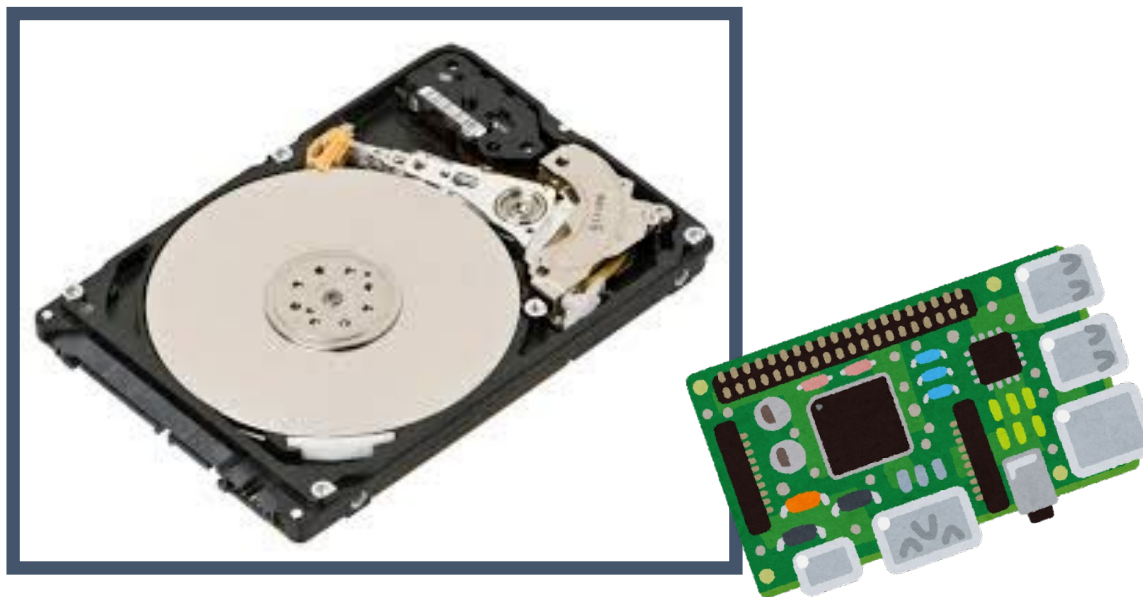
4/F 教學用電腦室 – Computer Labs

Beware of accidental reboot!
小心意外地重新啟動!



4/F 教學用電腦室 – Computer Labs

Due to rebord card will reset the harddisk, avoid saving your data to local harddisk/SSD
因為再生卡會重設硬盤內資料，所以應避免將檔案存入硬盤內



4/F 教學用電腦室 – Computer Labs

Save your data to One Drive
把檔案存在One Drive雲端



資訊科技組服務 ITSS Services



LRC 4/F 服務台 Help Desk

Technician on duty to support hardware / software provided by ITSS
ITSS技術員提供硬件/軟件的技術支援



資訊科技組服務 ITSS Services



Help Desk
服務台



4/F Computer Lab
4樓電腦室

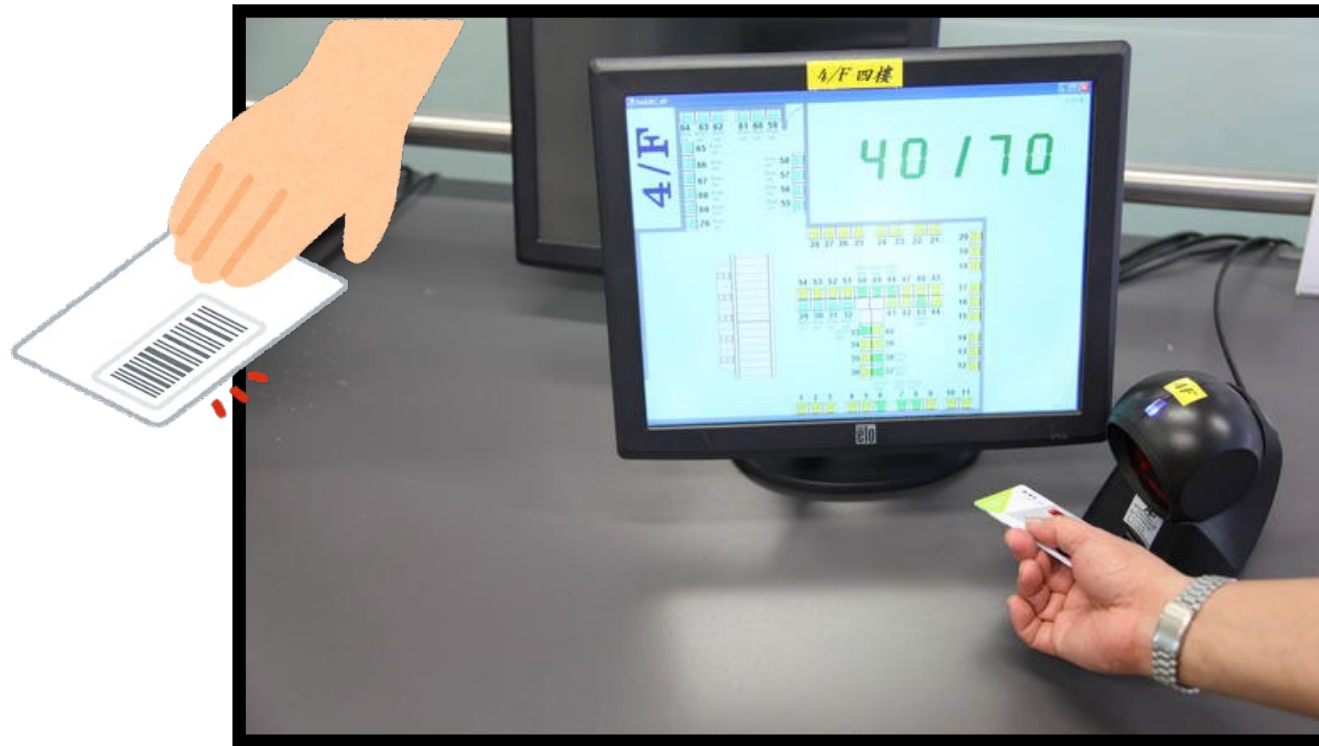


LRC Computing Area
LRC 電腦開放中心

LRC 4/F 電腦開放中心

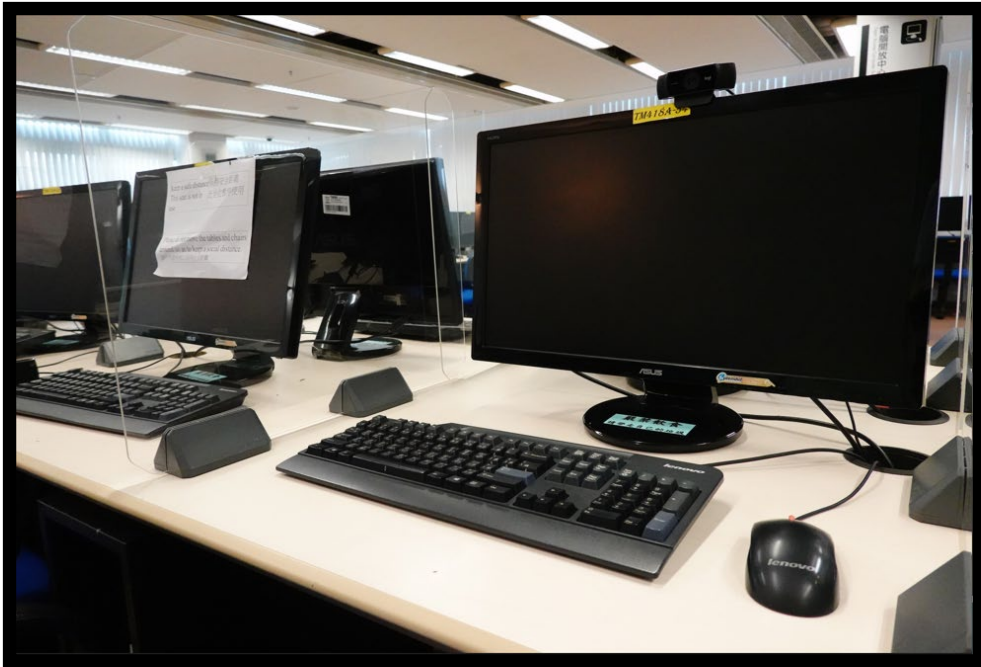
Open Access Computer Area

Scan your student ID card before and after use
使用前後皆需掃描學生證



LRC 4/F 電腦開放中心

Open Access Computer Area



Provide 70 computers for student use
提供70台電腦供學生使用

Large numbers of laser printers
大量鐳射打印機



LRC 4/F 電腦開放中心

Open Access Computer Area

Other equipment provided at the computer area
其它在中心提供的設備



Binding machine
釘裝機



Scanner
掃描器



Card reader
讀卡器



Head phone
耳筒

LRC 4/F 電腦開放中心

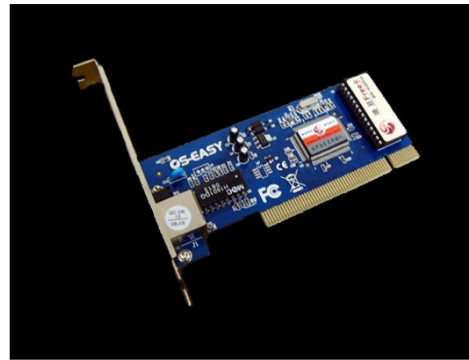
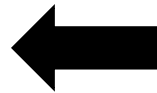
Open Access Computer Area

Software for the computers
電腦內裝上的軟件



LRC 4/F 電腦開放中心 Open Access Computer Area

Desktop and notebooks also have reborn cards installed!
桌上及手提電腦也裝上了再生卡!



LRC 3/F 協作研習空間 Collaborative Study Space (CSS)



LRC 3/F 協作研習空間 Collaborative Study Space (CSS)

For projects and group discussion
供小組研習及討論使用



LRC 3/F 協作研習空間 Collaborative Study Space (CSS)

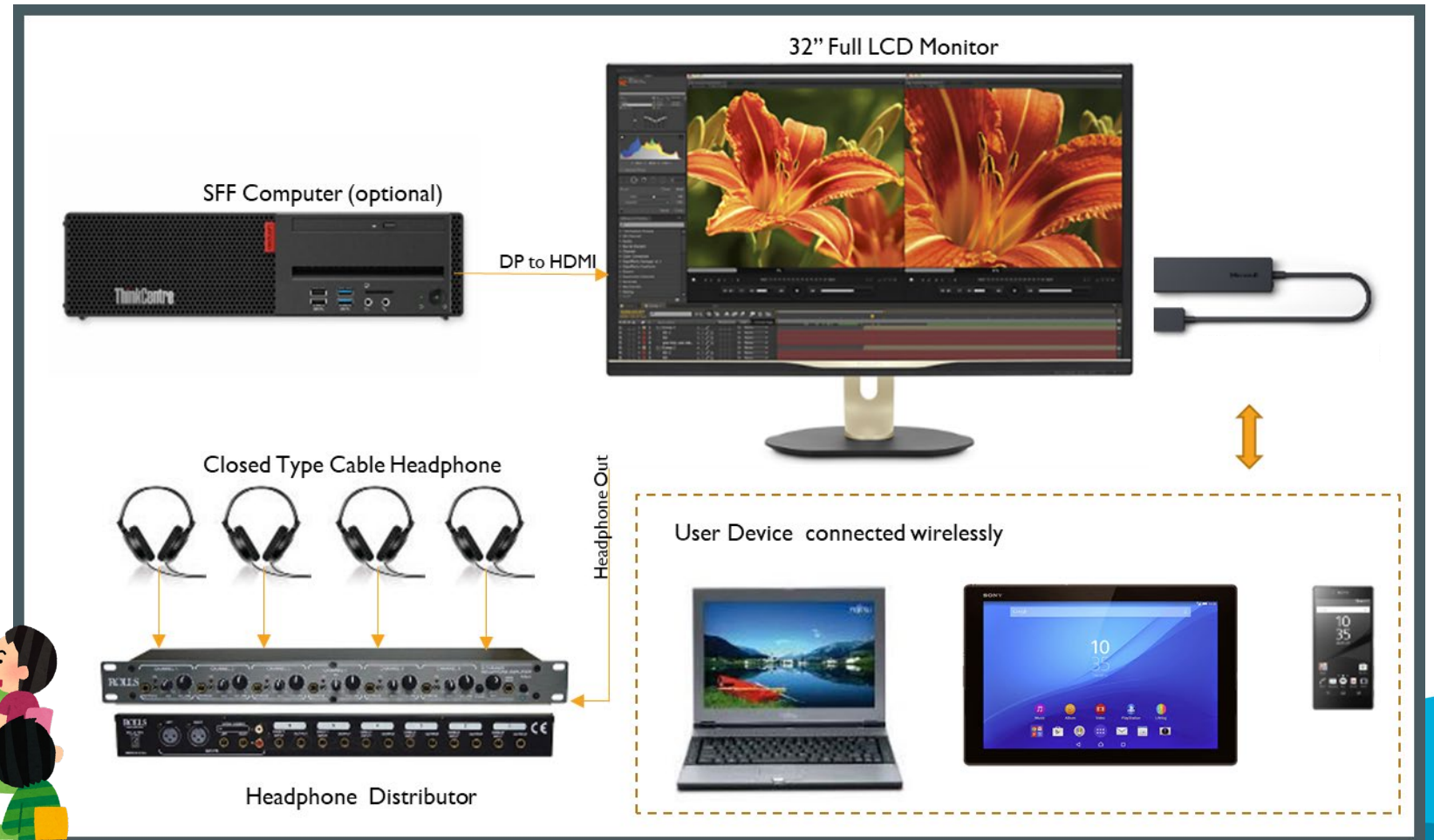
32" LCD Monitor 顯示器

SFF Computer 小型電腦

Closed type headphone
蓋耳式耳筒

Headphone distributor
耳筒分配器

Android/iOS/Mac/PC 無線鏡射



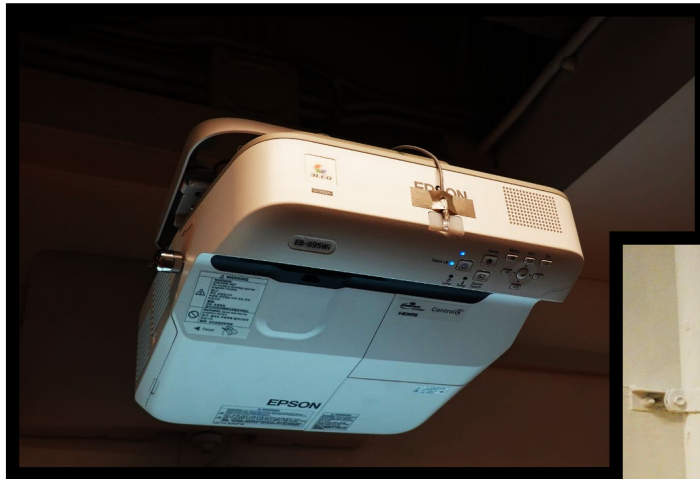
LRC 3/F 協作研習空間 Collaborative Study Space (CSS)



LRC 3/F 協作研習空間

Collaborative Study Space (CSS)

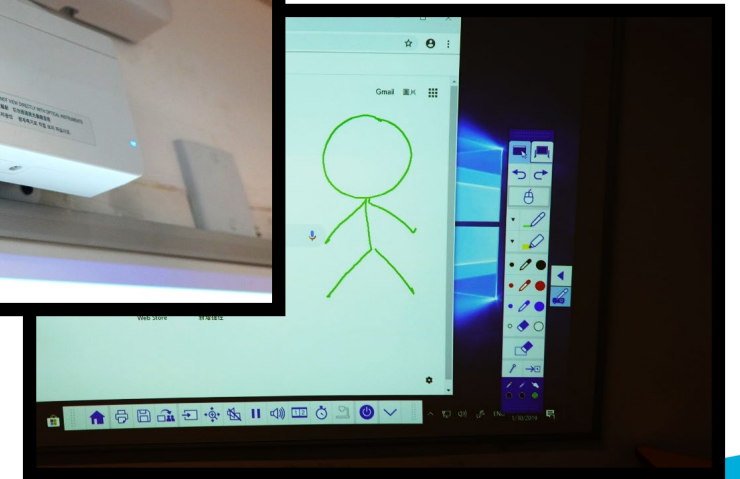
Ultra short throw projector
超短距投影機



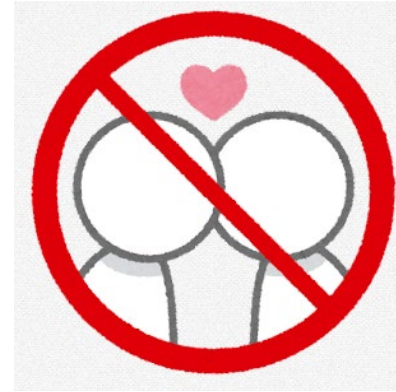
SFF Computer
小型電腦



Whiteboard touch screen function
白板手繪及觸屏功能



使用守則 Regulations



使用守則 Regulations

Do not download illegal software, video, music or ebooks.
勿非法下載軟件，視頻，音樂或電子書



列印服務 Printing Services

Print quota will be deducted when printing in LRC computer area
在電腦開放中心打印是需要扣打印限額的

Every full time student has 1000 print quota units/year.
(Sem 1: 500 units, Sem 2: 500 units)
每位全日制同學每年有1000個打印限額
(學期一及學期二各得500限額)



列印服務 Printing Services

Different amount of quota will be deducted according to paper size and color
限額扣除的多少是按照打印紙張大小及顏色而定



A4 Black and white: 1 quota units / page
A4 黑白每頁扣一限額單位



A4 Color : 7 units,
A3 Color : 14 units
A4 彩色: 7 單位,
A3 彩色: 14 單位



Copier: PAID
影印機: 付費

列印服務 Printing Services

Students has to provide their own A4 paper
同學自己提供A4 白紙



無線區域網絡 Wireless LAN (WiFi)

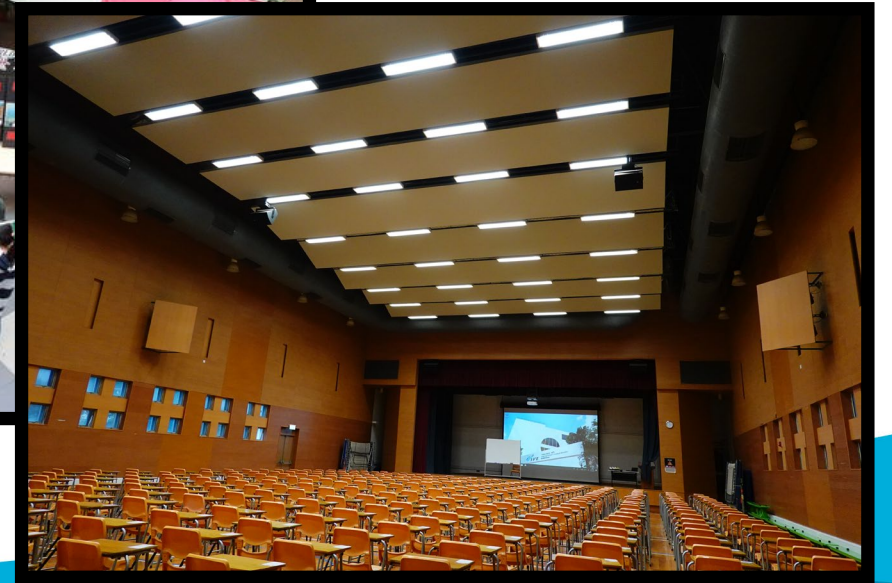
When you see this label, it means WiFi is available nearby
當你看見這標貼即表示附近有無線網絡覆蓋

Choose “**VTC-STUDENT**” for connection
連接到 “**VTC-STUDENT**” 網



無線區域網絡 Wireless LAN (WiFi)

Most areas in campus are covered
校園內大部份地方已覆蓋



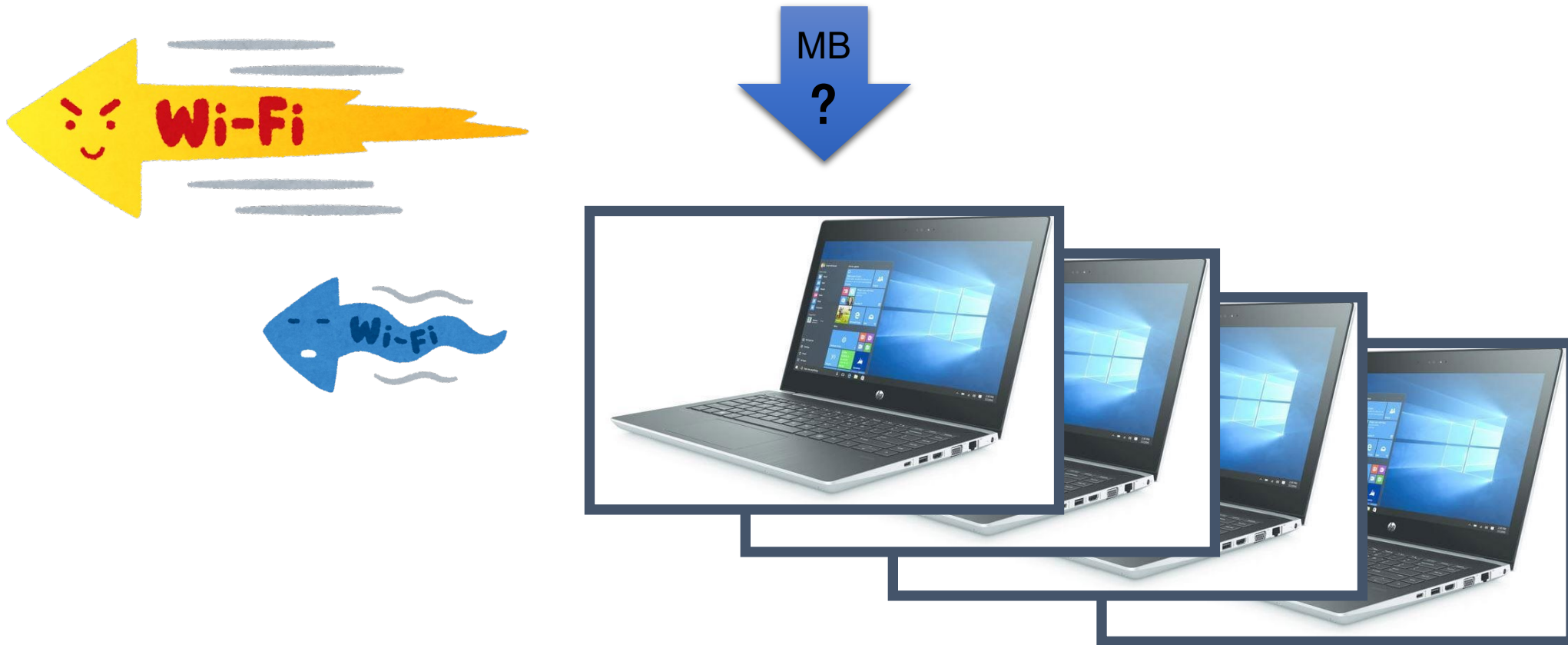
無線區域網絡 Wireless LAN (WiFi)

Other WiFi networks that can be connected using your student ID (not limited to campus)
其它可用學生証號碼登入的無線網絡(校園外也可使用)



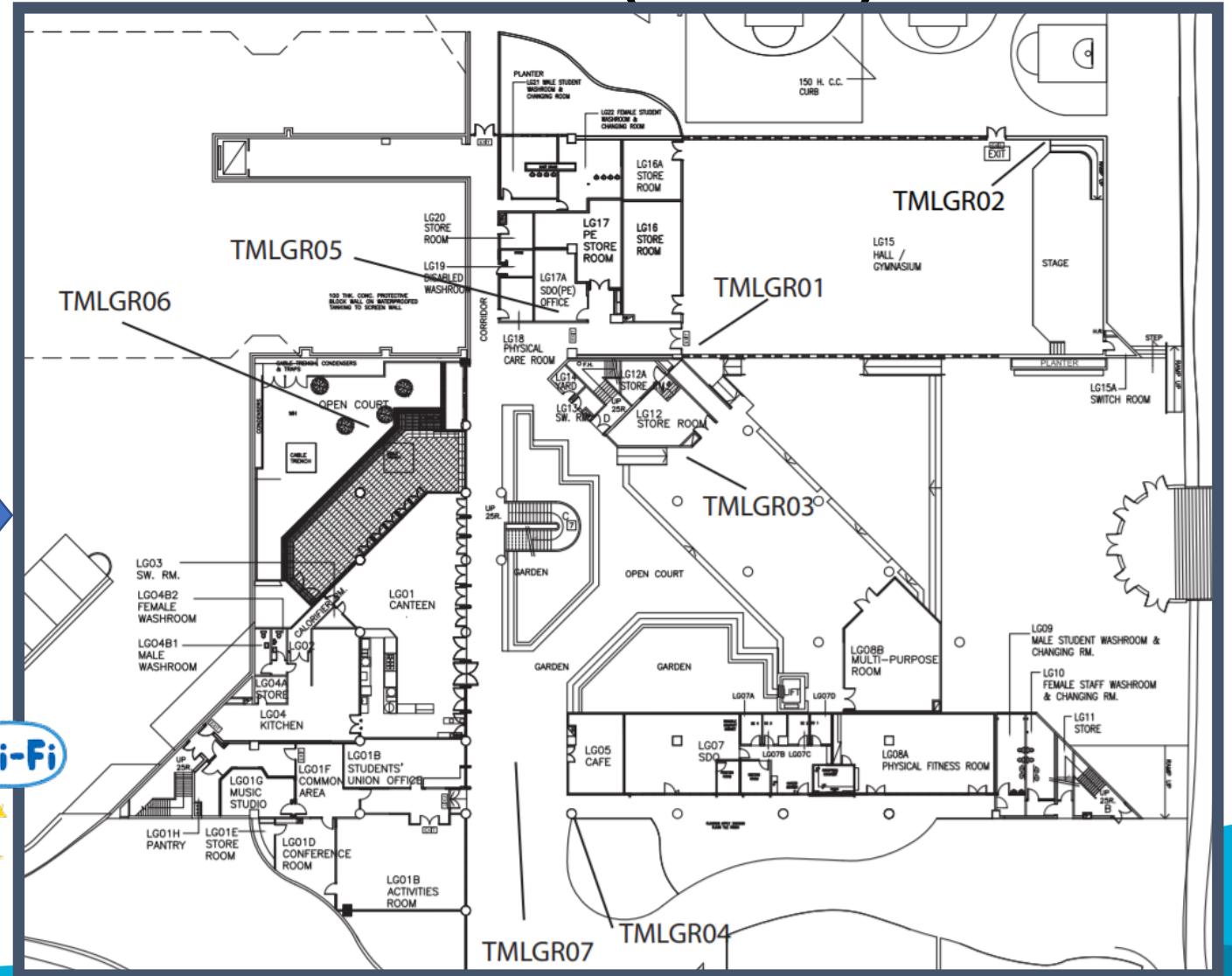
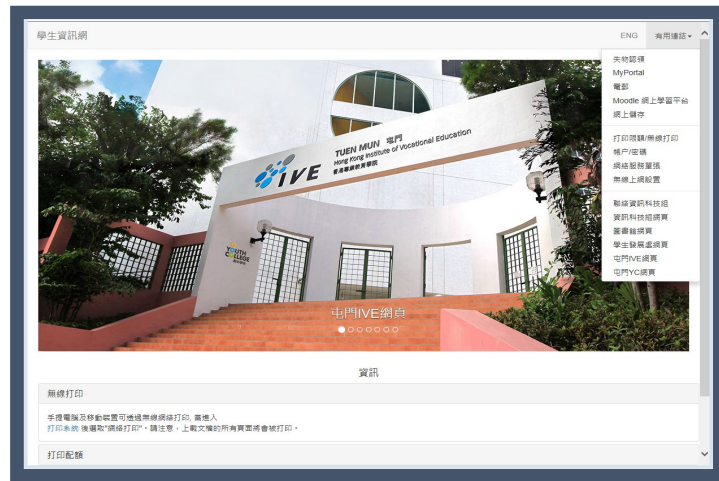
無線區域網絡 Wireless LAN (WiFi)

At every WiFi location, there are limited bandwidth and limited number of users
在每個無線上網區可同時上網及數據流量都是有限的，請珍惜使用



無線區域網絡 Wireless LAN (WiFi)

The map for WiFi locations can be found in the Student Information Web
無線網絡位置圖可在學生資訊網查閱



學生資訊網 Student Information Web

The browser home page of all ITSS computers is the Student Information Web


所有ITSS的電腦瀏覽器主頁都是這學生資訊網




The screenshot shows the homepage of the Student Information Web. At the top left, it says "學生資訊網". At the top right, there are language options "ENG" and "有用連結". Below the header is a large banner image of the Tuen Mun IVE building with the text "TUEN MUN 屯門 Hong Kong Institute of Vocational Education 香港專業教育學院". Below the banner, there is a "資訊" (Information) section with a sub-section for "無線打印" (Wireless Printing) and "打印配額" (Printing Quota). A sidebar on the right contains a list of links: 失物認領, MyPortal, 電郵, Moodle 網上學習平台, 網上儲存, 打印限額/無線打印, 帳戶/密碼, 網絡服務單張, 無線上網設置, 聯絡資訊科技組, 資訊科技組網頁, 圖書館網頁, 學生發展處網頁, 屯門IVE網頁, and 屯門YC網頁.

VTC 提供的服務

Services Provided by VTC





Please logon by your CNA email address and Password
請輸入你的 CNA 電郵地址及密碼登入

[Sign in](#)

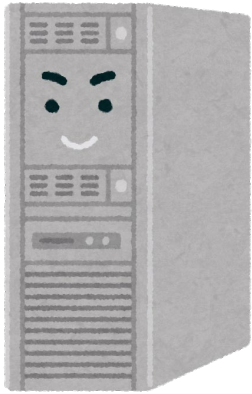
[Forgot your password?](#) [Change password](#)

Please contact ITO Helpdesk (Email: ito-helpdesk@vtc.edu.hk) if you have any further questions.



VTC 提供的服務: One Drive/Office365

Services Provided by VTC



20G Storage 存儲



Office365
Office Pro Plus for
download



VTC 提供的服務: One Drive Services Provided by VTC

Due to information security requirements, avoid using USB storage
因資訊保安要求，避免使用USB存儲



VTC 提供的服務: MS Teams Services Provided by VTC


Install the MS Teams software
for online class

使用 MS Teams 上網課



VTC 提供的網上服務: 電郵 Webmail

Services Provided by VTC



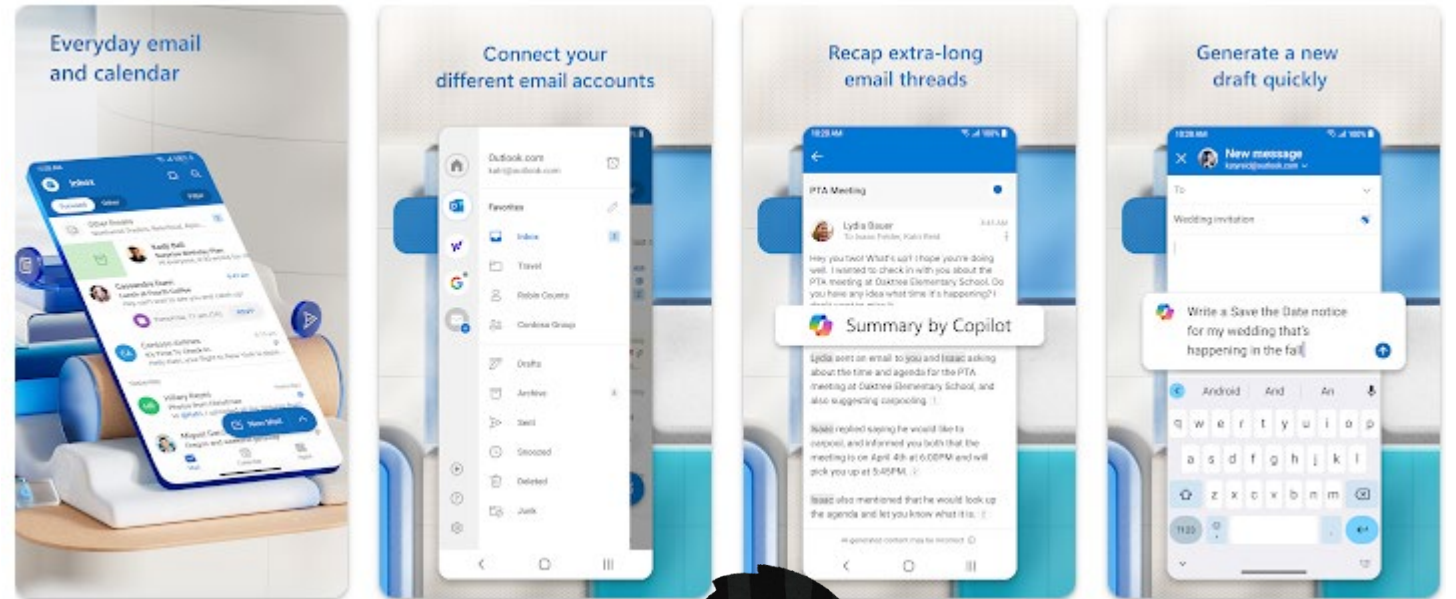
The screenshot shows the VTC Webmail Service homepage. At the top left is the VTC logo, followed by the text "Webmail Service". In the top right corner, there are links for "中文", "Contact Us", and "Help". Below these are navigation links: "Staff Email", "Student Email", "Change Password", and "More Services". The main content area features a photograph of three people (two men and one woman) looking at a laptop in a library setting, and a large 3D VTC logo. At the bottom, there are two lines of text: "Undertaking and Acceptable Use Policy of VTC IT Resources" on the left and "This page is maintained and supported by Information Technology Services Division. © 2022 Vocational Training Council. All rights reserved." on the right.



VTC 提供的網上服務：電郵 Webmail Services Provided by VTC

Notice to students are sometimes sent by email
給學生的通告有時會用電郵發放

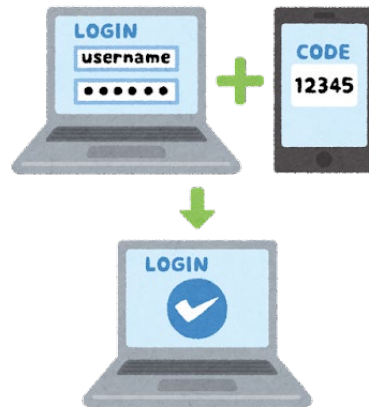
Please install the Outlook email app in your phone to check incoming email
請在手機上安裝Outlook 電郵程式來檢查電郵



多重認證 (MFA) Multi Factor Authentication

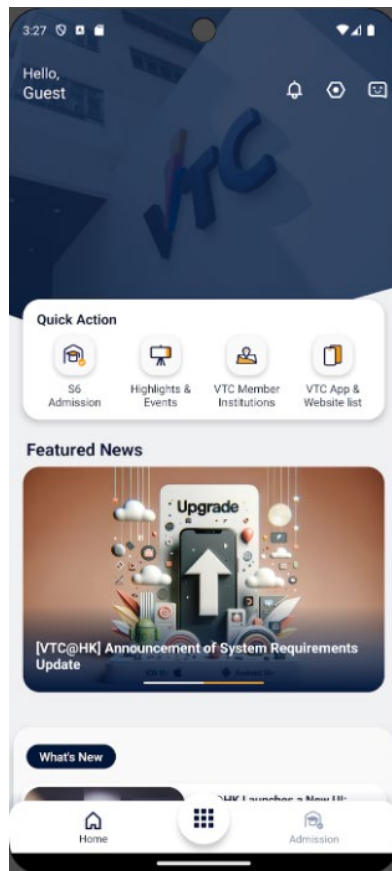
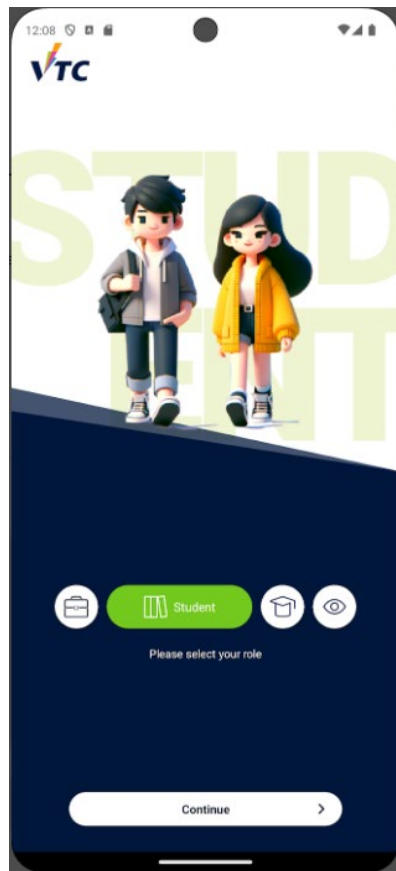
For additional security, beside login password, need mobile phone for approval also.

為加強網絡安全，除了使用密碼登入，也需要手機確認



VTC 提供的服務: VTC@HK app

Services Provided by VTC



VTC 提供的服務: MyPortal

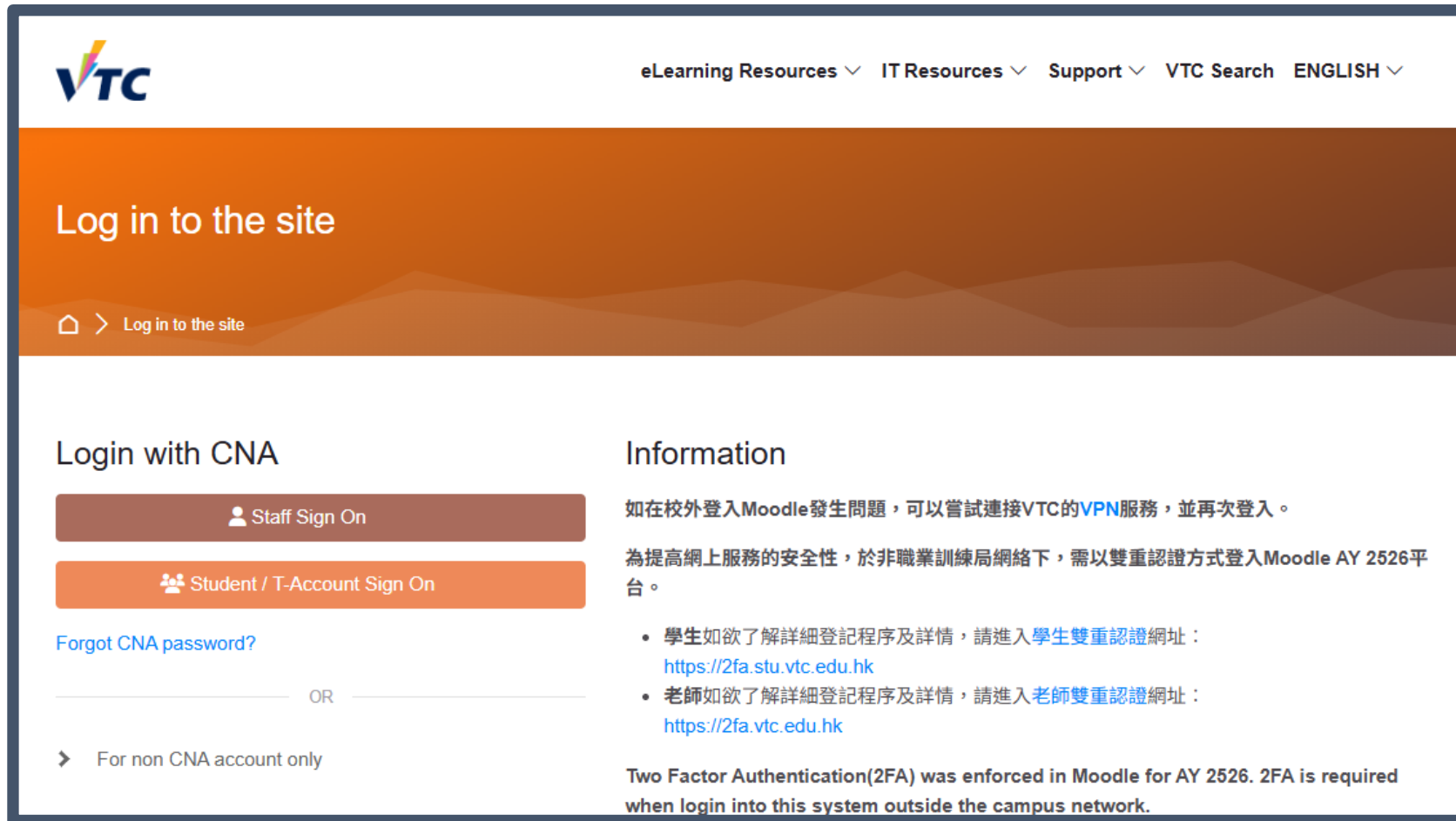
Services Provided by VTC: MyPortal

The screenshot shows the VTC MyPortal website. On the left is a navigation menu with the VTC logo and language options (繁體 | 简体). The main content area features a welcome message, the date (18 Aug 2025 (Mon)), and a 'Quick Access' section with five icons: Timetable, Calendar, Student Profile, Document Download, and Application for Credit Transfer / Module Exemption. At the bottom, there is a banner for 'VTC 學生關心熱線' (Caring Hotline Service for VTC Students) with the phone number 5548 8337, a QR code, and the slogan '陪你傾 Let's Talk'. A 'View More >' link is also present.



VTC 提供的服務: Moodle

Services Provided by VTC



The screenshot shows the VTC Moodle login interface. At the top left is the VTC logo. To the right are navigation links: eLearning Resources, IT Resources, Support, VTC Search, and ENGLISH. Below the navigation is a large orange banner with the text "Log in to the site". Underneath the banner is a breadcrumb trail: Home > Log in to the site. The main content area is divided into two columns. The left column is titled "Login with CNA" and contains two buttons: "Staff Sign On" and "Student / T-Account Sign On". Below these buttons is a link for "Forgot CNA password?". At the bottom of this column is a link for "For non CNA account only". The right column is titled "Information" and contains a paragraph of text in Chinese and English, followed by two bullet points with links to 2FA pages for students and teachers.

VTC

eLearning Resources IT Resources Support VTC Search ENGLISH

Log in to the site

Home > Log in to the site

Login with CNA

Staff Sign On

Student / T-Account Sign On

Forgot CNA password?

OR

For non CNA account only

Information

如在校外登入Moodle發生問題，可以嘗試連接VTC的VPN服務，並再次登入。

為提高網上服務的安全性，於非職業訓練局網絡下，需以雙重認證方式登入Moodle AY 2526平台。

- 學生如欲了解詳細登記程序及詳情，請進入學生雙重認證網址：<https://2fa.stu.vtc.edu.hk>
- 老師如欲了解詳細登記程序及詳情，請進入老師雙重認證網址：<https://2fa.vtc.edu.hk>

Two Factor Authentication(2FA) was enforced in Moodle for AY 2526. 2FA is required when login into this system outside the campus network.



VTC 提供的服務: CNATools

Services Provided by VTC

VTC Email & CNA Services Portal 中文

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

CNA: @stu.vtc.edu.hk

[Login](#)

- Forgot password
- Activate Account
- Reset MFA
- Activate MFA

USEFUL LINKS

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

FREQUENTLY ASKED QUESTIONS

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



End of presentation, Thank you