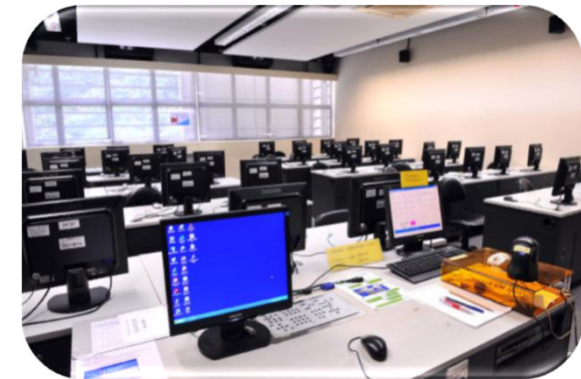


# Computer and IT Support (CC)

Location		
S504	40 PCs	Black & White and Colour Laser Printer SPSS Software
S505	40 PCs	Black & White and Colour Laser Printer SPSS Software
339	88 PCs	Black & White and Colour Laser Printer SPSS Software (50 PC)
338	General Enquiry	

\* For up-to-date opening hours, check the notice in the IVE(CW) Student Web pages  
<http://cwstudent.vtc.edu.hk>.



# Computer and Network Account

Activate your CNA at <https://cnatools.vtc.edu.hk>.

電郵及CNA服務網站

電郵及CNA服務網站將協助你更新個人資料、管理郵寄名單、部門CNA和建立職員生的群組電郵。

請按照指示以重設你的密碼。  
請輸入你的相關資料以便確認你的身份和重設密碼。

CNA:

出生日期: DD / MM

身份證/護照號碼:  9999 XX(X)

新密碼:

確認新密碼:

常用連接  
更改密碼  
現有用戶 - 重設密碼  
新用戶 - 啟動

CNA:  @vtc.edu.hk  
@stu.vtc.edu.hk

密碼:

登入

返回

- Strong Password – Combined by any 3 kinds of characters. (e.g. numeric + small letter + capital letter)
- Password Expiry Period: **180 days**



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# Logging into campus facilities

- ❑ Need CNA Username and Password
- ❑ Username – 9 digits Student Number
- ❑ Strong Password – Combined by any 3 kinds of characters.  
(e.g. numeric + small letter + capital letter)
- ❑ Password Expiry Period: **180 days**

## Logging Off

- ❑ **Make sure you have saved all documents and closed all applications you have opened**
- ❑ **Always log off before leaving the room**



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# Mobile Network Service

- ❖ Mobile Network service is available in most open areas, Canteen & Learning Resource Centre (LRC) and free access in Y5 Zone (e.g. Starbuck, 24-hr McDonald's and other Universities)
- ❖ Use your CNA and password for authentication (e.g. For SSID 'VTC-Student', 123456789; For SSID 'Y5 Zone', 123456789@stu.vtc.edu.hk)
- ❖ Supports Smartphone access using Exchange ActiveSync (EAS) service
- ❖ Setup steps and more information go to <http://wlan.vtc.edu.hk>
- ❖ **Notebook is available for loan in LRC**



# Print Quota

- ❖ **700 units** per year (Papers are provided)
  - Black and White Printer – 1 unit per page
  - Color Printer – 7 units per page
- ❖ Reset on a few days before the first teaching day each academic year (Unused quota will **NOT** be carried forward)
- ❖ Non-refundable and non-transferable
- ❖ Swipe your student card at the Card Reader of Printer
- ❖ Check the balance at “**User client balance window**”



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# Print Quota

Print Quota System has been installed at the below locations:

- LRC G/F & 1/F
- S504
- S505
- 339



# Student Webmail and Office 365

📌 <https://webmail.vtc.edu.hk>

📌 Student mail box (50GB) → Click on “Outlook” icon to access the mailbox.

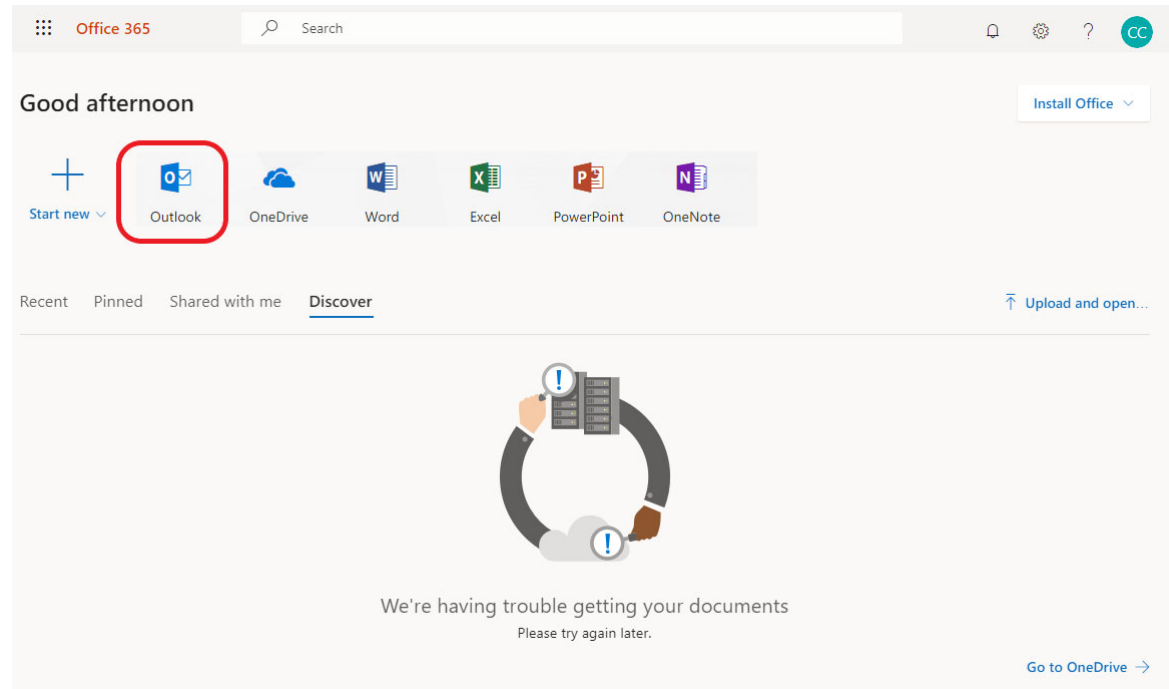
## One Drive (5 TB)

📌 Store and share file among staff and student.

📌 Direct manipulate MS Word, Excel and PowerPoint document in browser.

📌 Document co-authoring

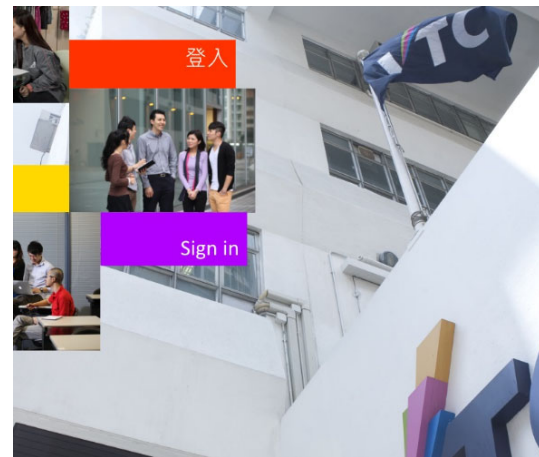
📌 View PDF in browser



# Microsoft Student Advantage (MSSA) Program

VTC student (with CNA account) can download and install full Office 365 ProPlus on up to 5 PCs or Macs and unlock the editing capabilities of the Office for iPad apps. To obtain this Office 365 ProPlus with your home / personal devices, please go to:

<http://office365.stu.vtc.edu.hk>



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

登入

職業訓練局職員及學生可以下載安裝Microsoft Office 365 ProPlus於你的個人電腦裝置，請使用你的電腦及網絡戶口(CNA)登入。  
\*安裝前，請確定已移除所有試版或舊版的Microsoft Office

You can also browse the Installation guides in (<http://www.vtc.edu.hk/mssa>).





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# When using PCs...

- ❖ Don't visit inappropriate Websites/chat rooms
- ❖ Don't play games or install illegal software
- ❖ Don't eat or drink in the computer rooms
- ❖ Switch off your mobile phone and minimize talking
- ❖ Only use your authorised Username and Password
- ❖ Remember to log off when you have finished



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# Security and Good Practice

- ❖ Do NOT disclose your password
  - ❖ Any misuse of your account is your responsibility.
- ❖ Only use your own Username and Password
- ❖ Remember to log out when you are finished
  - ❖ Or others may access your files, email account, personal information and print quota.
- ❖ Familiarise yourself with the rules about the use of computing facilities at IVE <https://cnatools.vtc.edu.hk/cnaportal/Activate.aspx>



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# IT Support

If you have a query or a problem with the computers

- Talk to Computer Technician
- go to room 338 (Computer Centre)
- Visit CW Student Web site <http://cwstudent.vtc.edu.hk> or email to [cwitadm@vtc.edu.hk](mailto:cwitadm@vtc.edu.hk)

