

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)
342A	40 PCs	Black & White and Colour Laser Printer SPSS Software
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。



常用連接

更改密碼

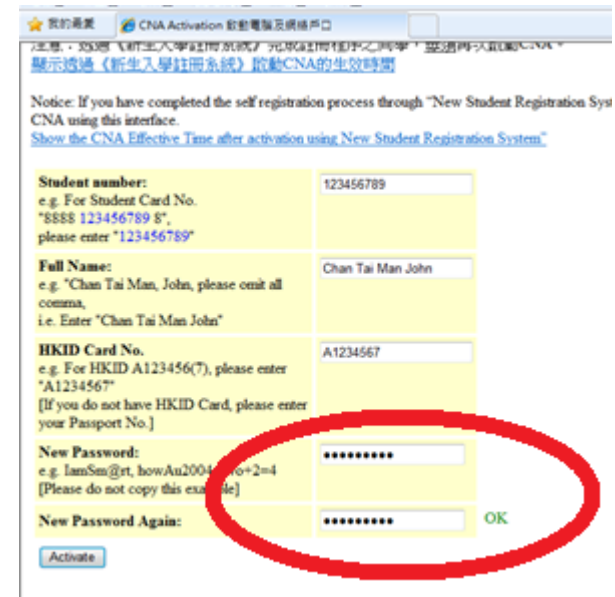
現有用戶 - 重設密碼

新用戶 - 啟動

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

密碼:

登入



我的最愛 CNA Activation 啟動電腦及網絡戶口

通知: 如果您已透過「新學生註冊系統」完成自我註冊程序，請透過此介面啟動CNA。

Notice: If you have completed the self registration process through "New Student Registration System" using this interface.

Show the CNA Effective Time after activation using New Student Registration System.

Student number: e.g. For Student Card No. "8888 123456789 8", please enter "123456789"	<input type="text" value="123456789"/>
Full Name: e.g. "Chan Tai Man, John, please omit all comma, i.e. Enter "Chan Tai Man John"	<input type="text" value="Chan Tai Man John"/>
HKID Card No. e.g. For HKID A123456(7), please enter "A1234567" [If you do not have HKID Card, please enter your Passport No.]	<input type="text" value="A1234567"/>
New Password: e.g. lan5m@rt, howAu2004, 0+2=4 [Please do not copy this example]	<input type="password" value="*****"/>
New Password Again:	<input type="password" value="*****"/> OK

Activate

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

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**

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
- Notebook is available for loan in LRC
- Setup steps and more information go to <http://wlan.vtc.edu.hk>



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"


Student Webmail and Office 365

 <https://webmail.vtc.edu.hk>

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

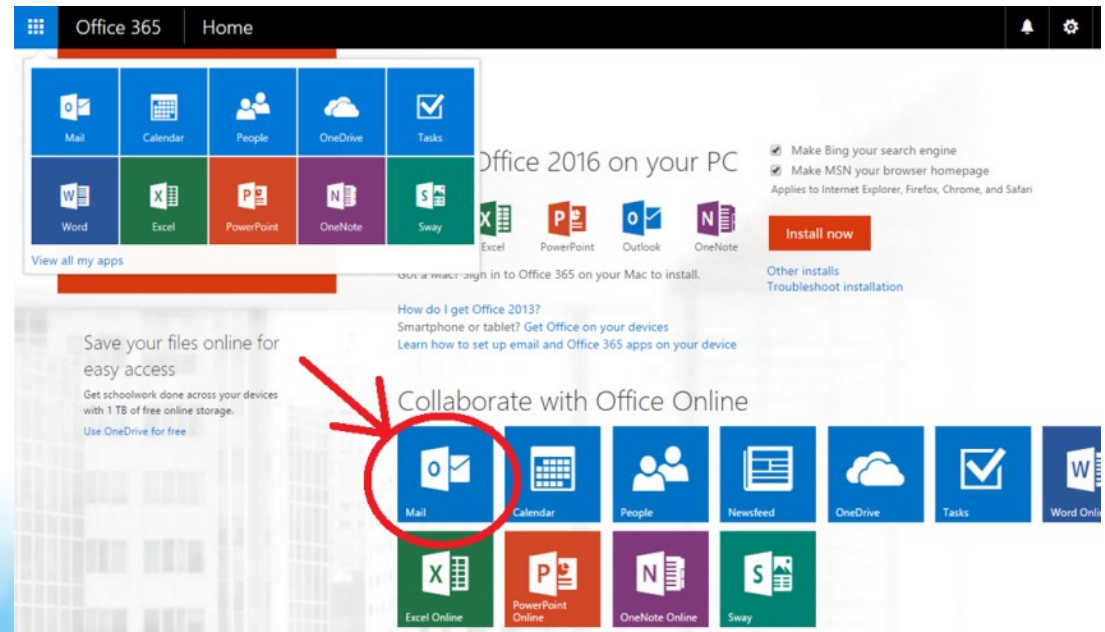
One Drive (1 TB)

 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://www.vtc.edu.hk/o365>



Please login 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>).”



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



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>



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

