

Vocational Training Council

General Computer and Network Account (CNA) Application Form

To*: _____

Ticket No.: _____

(*Please refer to the table of Local Technical Support printed overleaf)

(For Office (System Administrator) use only)

Applicant's name : _____
Division/ Section/ Campus/ Centre : _____ Rank : _____
Department : _____ Telephone no : _____
Mobile no. : _____ (Optional)[#]
One time use only for providing password reset token and will not be used for other purposes.

User Account

Reset Password : _____ @vtc.edu.hk

Departmental Account

New Departmental Account

Account Name :

Account Display Name : _____

Account Owner : _____ @vtc.edu.hk (Staff only) Expiration Date** : _____ (DD/MM/YYYY)

**** Compulsory for new account creation; The account expiration date usually aligns with applicant's contract period. Maximum period of expiry date is 2 years; applicant should raise request to extend the account before the expiration date.**

Departmental Account maintenance

Account Name : _____ @vtc.edu.hk

Transfer Ownership to : _____ @vtc.edu.hk (Staff account only)

Extend Expiration date: _____ (DD/MM/YYYY) (2 year max.)

Delete account

^Justification (Required) : _____

I hereby confirm that I understood and agree to comply with the guidelines printed overleaf and the Acceptable Use Policy at http://www.vtc.edu.hk/infosec/undertaking_e.htm

Signature of Applicant

Date

I hereby confirm and understood that I am responsible to inform campus local technical support / computer centre as soon as possible when the applicant leaves VTC.

^Signature of Approving Officer ()

Rank/Post (Division/Dept/Section **Head**)

Date

For Office (System Administrator) use only

Email Address (CNA) : _____ @vtc.edu.hk (Please go to <http://cnatools.vtc.edu.hk> for account activation.)

Password Reset Token : _____ (For Staff CNA reset password use)

Remark : _____

Authorized by () Date () Handled by () Date ()

Local Technical Support / Representatives

If you find any problem, please get help from your local campus computer support.

Centre / Campus	Email	Addressee
HQ / SCs / Others	itsd-helpdesk@vtc.edu.hk	ITSD / HQ
CW Campus	cwitadm@vtc.edu.hk	CC / IVE(CW)
TY Campus	tyitadm@vtc.edu.hk	LRC (ITS) / IVE(TY)
ST Campus	stitadm@vtc.edu.hk	LRC / IVE(ST)
KC Campus	kcitadm@vtc.edu.hk	AP / IVE(KC)
KT Campus	ktitadm@vtc.edu.hk	AP / IVE(KT)
HW Campus / BP	hwitadm@vtc.edu.hk	AP / IVE(HW)
HKDI / LWL Campus	dilwl-its@vtc.edu.hk	LRC / (HKDI / LWL)
TM Campus / YC(TM) / MSTI	tmitadm@vtc.edu.hk	ITSS / IVE(TM)
MH Campus	mhitadm@vtc.edu.hk	CU / IVE(MH)
SBI Campus	sbiitadm@vtc.edu.hk	TSO / SBI
YC	ycitadm@vtc.edu.hk	

Guidelines

For Applicants: -

1. Users should heed the General Guidelines of Acceptable Use Policy at http://www.vtc.edu.hk/infosec/undertaking_e.htm
2. Users are responsible to notify their local technical support / representatives of any changes to their status using this form.
3. Computer and Network Account (CNA) is non-transferable and user is not allowed to let other people use his account. The password of his account should be kept confidential.
4. Users should immediately report any system security violation, or any suspected system security violation to their local technical support / representatives
5. Users should access the Internet/Network in a manner that is ethical, legal and not detrimental to others.
6. Irresponsible use of network resources including but not limited to electronic mail is prohibited. User must make sure that his/her email and all the mail attachments are virus-free.
7. Information Technology Services Division reserves the right to reject any application if the email account name consists of any foul languages or other special meanings (e.g. director, postmaster, etc.)

For Departmental account applicants: -

1. Department account owners are responsible for the use of department accounts.
2. The department accounts would be deleted if the owner accounts were deleted.
3. Please transfer the ownership of department account before the owner account deleted or transfer to other department.
4. The departmental account is created for department / project communication purpose.

For Approving Officer: -

1. Approving officer is usually the Division/Department/Section head of the requesting party. Any delegated approving officer should pass a copy of request form to their Division/Department/Section head for reference.
2. Approving officer is responsible to inform local technical support / representatives as soon as possible when the applicant leaving VTC.

Username Guidelines

Since there are many different account types in the Council, in order to help us better manage your accounts, please follow the general guidelines which can help you create a good CNA name. Information Technology Services Division reserves the right to reject any application if the email account name consists of any foul languages or other special meanings (director, postmaster, etc.)

1. Username must be alphanumeric of length between 4 and 15 characters, i.e. numeric (0 to 9), alphabet (a to z), "-" and "_" and "." ONLY. Recommended size is 4-12 characters.
2. Username must be in lower-case.
3. No ambiguous name should be used, e.g., Tom, Paul or Apple. But allow tomc or tomchan, ...etc
4. First character of the username for staff must be an alphabet and no pure numeric username should be used e.g. 123456789012345.
5. The naming pattern must not start with "pte-", "tu" or "xx-".
6. Username should not be composed of any reserved words, i.e.
 - a. unlawful, harassing, libelous, abusive, threatening, harmful, vulgar and obscene words
 - b. the name of Titles (Ranks), Departments and Sites of VTC.