

Vocational Training Council

Computer and Network Account (CNA) Application Form

To : * CC / IVE(CW) CC / IVE(TY) CC / IVE(ST) TSO / SBI
 AP / IVE(LWL) CU / IVE(MH) AP / IVE(KC) TSO / SSS
 AP / IVE(HW) ITSS / IVE(TM) AP / IVE(KT) OTHERS (ITSD / HQ)

* Please cross out the inappropriate destination

Requested by (Full name, Other names): _____

Division/ Section/ Campus/ Centre : _____ Rank : _____

Department : _____ Telephone no : _____

~~~ Not applicable for Full-time staff account creation (Please contact HRD at 2836 1963) ~~~

Data of CNA user will be used for identification, monitoring, control and planning of VTC Internet/Network services.

New Departmental Account?  Yes, owner's account name \_\_\_\_\_ @vtc.edu.hk /  No

Modify Account name : \_\_\_\_\_ @vtc.edu.hk

Username: 1<sup>st</sup> choice

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2<sup>nd</sup> choice

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Account 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 for that applicant without contract end date; applicant should raise request to extend the account before the expiration date.

Delete Account : \_\_\_\_\_ @vtc.edu.hk

Reset Password : \_\_\_\_\_ @vtc.edu.hk

Other : \_\_\_\_\_

Username must be alphanumeric of length between 4 and 15 characters. If both choices are already used, a suitable one will be assigned. Username must be in lower-case. For example, "Chan Tai Man Sunny" may have a username "sunnyc" or "tmchan".

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/mailutl/VTCaup.html>

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 Applicant

\_\_\_\_\_  
Signature of Approving Officer ( )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rank/Post (Division/Dept/Section Head)

\_\_\_\_\_  
Date

### For Office (System Administrator) use only

Email Address : \_\_\_\_\_ @vtc.edu.hk

Password : \_\_\_\_\_ (For new CNA and reset password, applicant should activate their CNA at <http://activate.vtc.edu.hk> before use.)

Remark : \_\_\_\_\_

\_\_\_\_\_  
Authorized by ( )

\_\_\_\_\_  
Handled by ( )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Guidelines

For Applicants: -

1. Users should heed the General Guidelines of Acceptable Use Policy at <http://www.vtc.edu.hk/mailutl/VTCaup.html>
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 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 "\_" ONLY. Recommended size is 4-8 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.

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| Violation of any of the above regulations may lead to penalties including immediate suspension of the Internet access, cancellation of the CNA and disconnection of all unauthorized equipment from the network. |
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## Local Technical Support / Representatives

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

|                          |                                                              |                         |                                                              |
|--------------------------|--------------------------------------------------------------|-------------------------|--------------------------------------------------------------|
| HQ / SCs / TCCs / Others | <a href="mailto:hqitadm@vtc.edu.hk">hqitadm@vtc.edu.hk</a>   | HW Campus / BP          | <a href="mailto:hwitadm@vtc.edu.hk">hwitadm@vtc.edu.hk</a>   |
| CW Campus                | <a href="mailto:cwitadm@vtc.edu.hk">cwitadm@vtc.edu.hk</a>   | LWL Campus              | <a href="mailto:lwitadm@vtc.edu.hk">lwitadm@vtc.edu.hk</a>   |
| TY Campus / KY / MSTI    | <a href="mailto:tyitadm@vtc.edu.hk">tyitadm@vtc.edu.hk</a>   | MH Campus               | <a href="mailto:mhitadm@vtc.edu.hk">mhitadm@vtc.edu.hk</a>   |
| KC Campus                | <a href="mailto:kcitadm@vtc.edu.hk">kcitadm@vtc.edu.hk</a>   | ST Campus               | <a href="mailto:stitadm@vtc.edu.hk">stitadm@vtc.edu.hk</a>   |
| KT Campus                | <a href="mailto:ktitadm@vtc.edu.hk">ktitadm@vtc.edu.hk</a>   | TM Campus               | <a href="mailto:tmitadm@vtc.edu.hk">tmitadm@vtc.edu.hk</a>   |
| SBI Campus               | <a href="mailto:sbiitadm@vtc.edu.hk">sbiitadm@vtc.edu.hk</a> | Senior Secondary School | <a href="mailto:sssitadm@vtc.edu.hk">sssitadm@vtc.edu.hk</a> |