



Setup SMS Authentication on Mobile Device

Requirements: Please prepare your PC/Mac and Mobile Device

Step 1

Open Web browser (Edge/Chrome/Firefox) and login CNA Portal.

<https://cnatools.vtc.edu.hk/CNAPortal/>

Step 2

Click “2FA Status” tab

Step 3

Click “Register now”

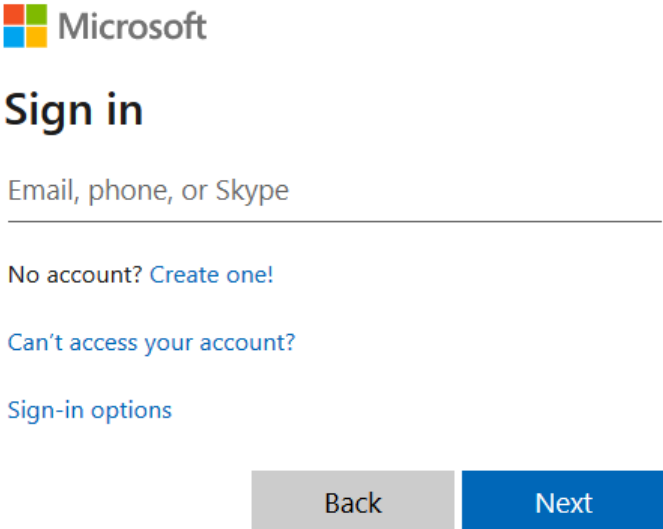
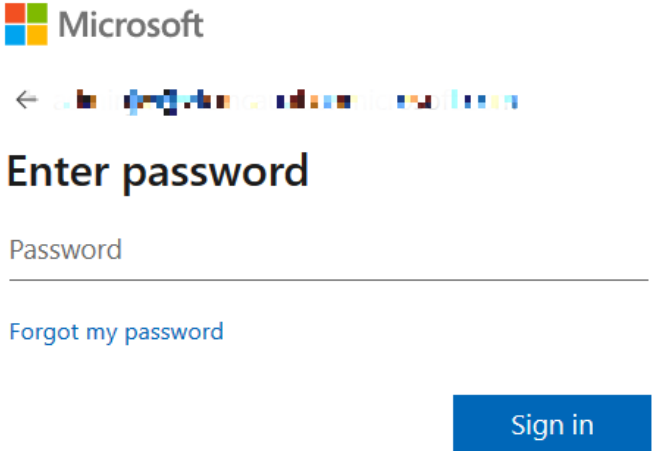
The screenshot shows the VTC Email & CNA Services Portal. The header includes the VTC logo, the title 'Email & CNA Services Portal', and a language selector for '中文'. Navigation links for 'Home', 'Mailing List (0)', 'My Alias', and '2FA Status' are present. On the right, there are links for 'Logout ()' and 'Profile | Password'. The main content area is titled '2FA Status' and contains a table with three rows: 'Disabled' (2FA not enrolled), 'Enabled' (User hasn't yet registered 2FA Authentication methods), and 'Enforced' (2FA registration completed). Below the table, the current status is shown as '2FA Status: Disabled', '2FA Methods:', 'Auth. Phone:', and 'Auth. Device:'. A blue 'Register Now' button is circled in red. Below this is an 'FAQ' section with four numbered questions and a link to 'https://2fa.stu.vtc.edu.hk' for details. The footer contains copyright information for 2021 Vocational Training Council and links for 'Privacy | Contact | Help | Send feedback'.

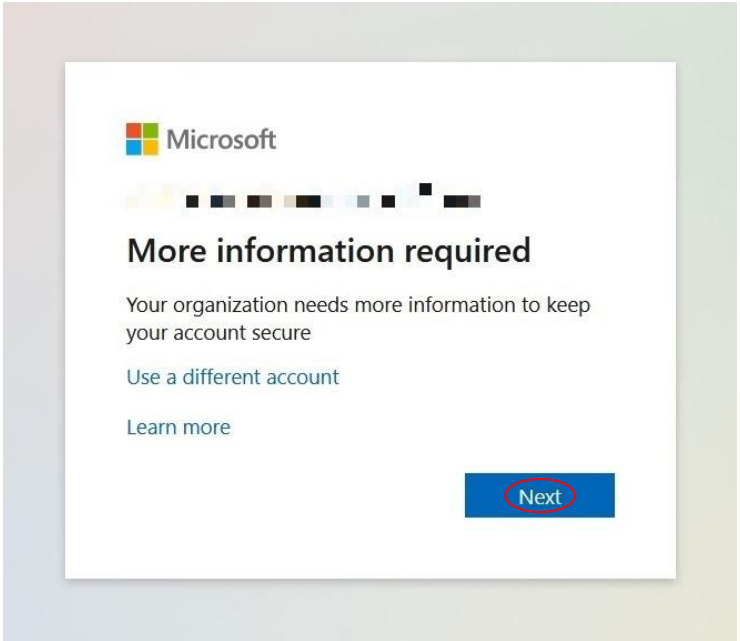
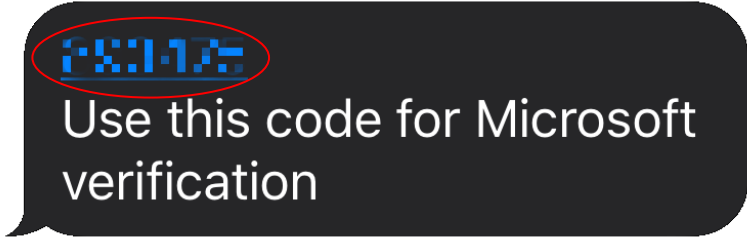
Step 4

Web browser will redirect to [2FA registration page](#)

Remarks: Please allow CNA portal pop-ups/redirects in the web browser.

This screenshot is identical to the one in Step 3, but with a red message box circled in red. The message box contains the text: 'Page redirect after (2) for 2FA registration. If not responding, please go to https://aka.ms/mfasetup'. Below the message box is a blue 'Refresh' button. The rest of the page content, including the 2FA Status table, FAQ, and footer, remains the same as in Step 3.

<p>Step 5</p> <p>Enter student email address (xxx@stu.vtc.edu.hk) → Click “Next”</p>	 <p>The screenshot shows the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is the heading 'Sign in'. There is a text input field labeled 'Email, phone, or Skype'. Below the field are links for 'No account? Create one!' and 'Can't access your account?'. Underneath is a link for 'Sign-in options'. At the bottom right are two buttons: a grey 'Back' button and a blue 'Next' button.</p>
<p>Step 6</p> <p>Enter password → Click “Sign in”</p>	 <p>The screenshot shows the Microsoft 'Enter password' page. At the top is the Microsoft logo. Below it is a navigation bar with a back arrow and a breadcrumb trail. The heading is 'Enter password'. There is a text input field labeled 'Password'. Below the field is a link for 'Forgot my password'. At the bottom right is a blue 'Sign in' button.</p>

<p>Step 7</p> <p>Click “Next”</p>	
<p>Step 8</p> <p>Choose “Authentication phone” → Choose “Hong Kong SAR (+852)” enter mobile number → Click “Next”</p>	<p>Additional security verification</p> <p>Secure your account by adding phone verification to your password. View video to know how to secure your account</p> <p>Step 1: How should we contact you?</p> <p>Authentication phone <input type="text" value="Hong Kong SAR (+852)"/> <input type="text"/></p> <p>Method</p> <p><input checked="" type="radio"/> Send me a code by text message</p> <p style="text-align: right;"><input type="button" value="Next"/></p>
<p>Step 9</p> <p>Code received by SMS message</p>	
<p>Step 10</p> <p>Type the verification code into text box → Click “Verify”</p>	<p>When you receive the verification code, enter it here</p> <p><input type="text"/></p> <p><input type="button" value="Verify"/></p>

Step 11

Copy and save app password in order to login native Apps → Click **“Done”**

Remark : App passwords are auto-generated, and should be created and entered once per app. The password will not be displayed again after you clicked “Done”.

[Guideline for Manage and create App passwords](#)

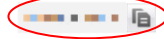
Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 4: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:



Done