## **NATA Portal - Facility Reference Guide**

## **Change Password after login**

Users can change their login passwords only when logged into their Portal account.

To change your password:

- 1. Click on the 'Change Password' option from the drop-down profile menu as highlighted in the image on the right.
- 2. The system will load up the below screen where you will have to enter the current password, new password and save changes.

Change Password	
Current password	
Must have at least 6 characters	@ Show
New password	
Must have at least 6 characters	@ Show
Confirm new password	
	@ Show
Save Changes	



3. Once the changes are saved, you can start using the changed password.