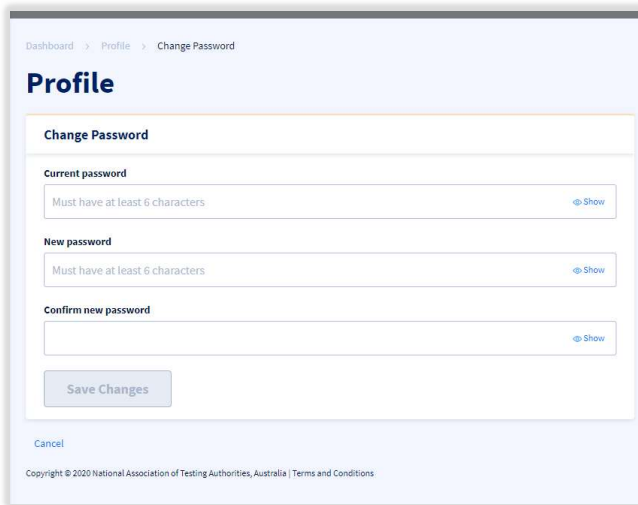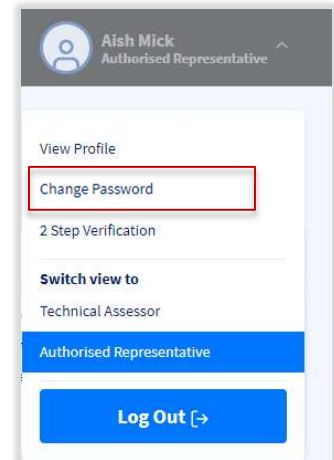# NATA Portal - Facility Reference Guide

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.

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