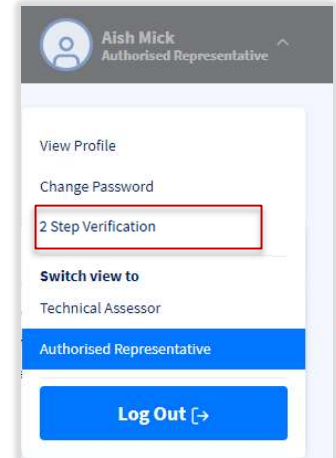


NATA Portal - Facility Reference Guide

Change 2 Step Verification details

You can update your mobile number in your profile. This is the number used for the 2-step verification process.

1. Login to NATA Portal using your email and password
2. Once logged in, click on the profile icon on the right-hand corner to load the drop-down menu
3. Click on the '2 Step Verification' from the profile drop down menu as shown below, and the system will load the screen to change your 2 step verification details.
4. Enter the new mobile number prefix with +61 and click on 'Send Verification Code'.
5. The system will send a code to your updated mobile number, enter the code and submit.
6. The mobile number will be updated for 2 step notification on your profile.

A screenshot of the 'Profile' page in the NATA Portal. The page title is 'Profile'. Underneath, there is a section titled '2 Step Verification'. Below this title, there is a text input field for the mobile number, which contains the value '+61434678075'. A blue button labeled 'Send Verification Code' is positioned below the input field. At the bottom left of the form area, there is a 'Cancel' link. At the very bottom of the page, there is a small copyright notice: 'Copyright © 2020 National Association of Testing Authorities, Australia | Terms and Conditions'.A screenshot of the 'Profile' page in the NATA Portal, specifically the '2 Step Verification' section. The page title is 'Profile'. Below the title, there is a section titled '2 Step Verification'. Below this title, there is a text input field for the verification code, which contains the value '1857'. A blue button labeled 'Submit' is positioned below the input field. At the bottom left of the form area, there is a 'Cancel' link. At the very bottom of the page, there is a small copyright notice: 'Copyright © 2020 National Association of Testing Authorities, Australia | Terms and Conditions'.