Getting Started

NATA Portal Access

An Authorised Representative is registered for NATA Portal when their facility's application for accreditation is accepted. If a new Authorised Representative is nominated, a portal account is registered for the new Authorised Representative after their nomination is accepted. Portal access of the outgoing Authorised Representative is removed at the same time.

An Authorised Representative may request access for additional facility staff by completing the Portal access request form available at the NATA website, portal home page.

An Authorised Representative can request a list of approved facility staff users, and request removal of current users, by emailing portalsupport@nata.com.au.

Registration and password setup

Once registered on the NATA Portal, you will receive a registration confirmation email to set up a password for the NATA Portal login. Follow and complete the steps to set your password. You will need to:

1. Click on the link in the registration email to set your password, the system will show you the screen where you can enter your password.
2. Enter your chosen password and confirm and submit.
3. Next you will be asked to set up your 2 Step verification by entering your mobile number starting with country code +61 and no leading zeros +6140569XXXX.
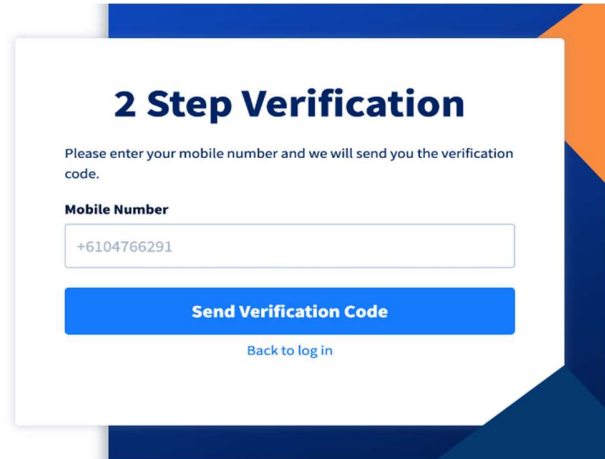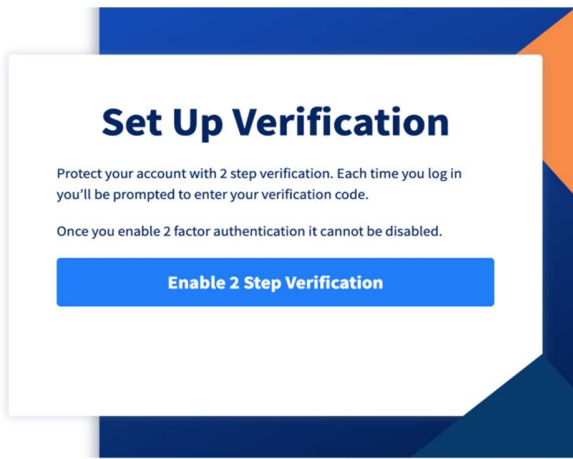
Setting up 2 Step Verification

2 Step Verification allows for added security to your access of the NATA Portal. It allows you to verify that you are the legitimate holder of the login credentials by sending you a code to your mobile device and only allowing you access once inputting this code.

Please note that the steps of receiving and inputting a new verification code will need to be repeated when Accessing the Portal from another device (e.g. another computer) or after 15 days when the verification expires if you choose the option to remember it for 15days.

# NATA Portal - Facility Reference Guide

Steps to setup 2 step verification

1. Using your email address and your newly set password, log in to NATA Portal. Here you will be presented with a Set Up Verification screen where you will be able to enable your 2 Step Verification (see image below).

2. Click on '*Enable 2 Step Verification*' and enter your Mobile contact number in the correct format i.e. starting with country code +61 and no leading zeros +6140569XXXX. You will then receive a Verification code to your mobile device as shown below
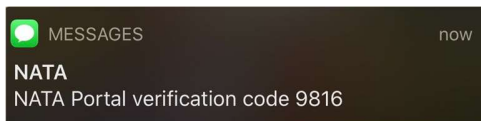
3. Use your Verification code to Log-in Securely into the NATA Portal.