NATA Portal - Facility Reference Guide

Switching Roles (If you are registered for more than 1 role)

The portal caters for different types of users. If you are eligible for one of the other user types, you might be able to have more roles on the Portal.

You can easily switch profile between these roles with just one click without logging off from the Portal.

To switch profile and view the data related to other profile:

1. Click on your profile name on the right corner of the screen.

2. A profile drop-down menu will appear as shown on the left, if you are registered for more than 1 role you will see the 'switch view to' section and roles listed in there.

3. The profile you are currently viewing will be highlighted in Blue.

4. Click on the role you want to switch to, the system will ask you to confirm if you really want to switch your view, click 'OK' and the system will show you data relevant to your selected role.

5. You will now see information related to the switched role.