

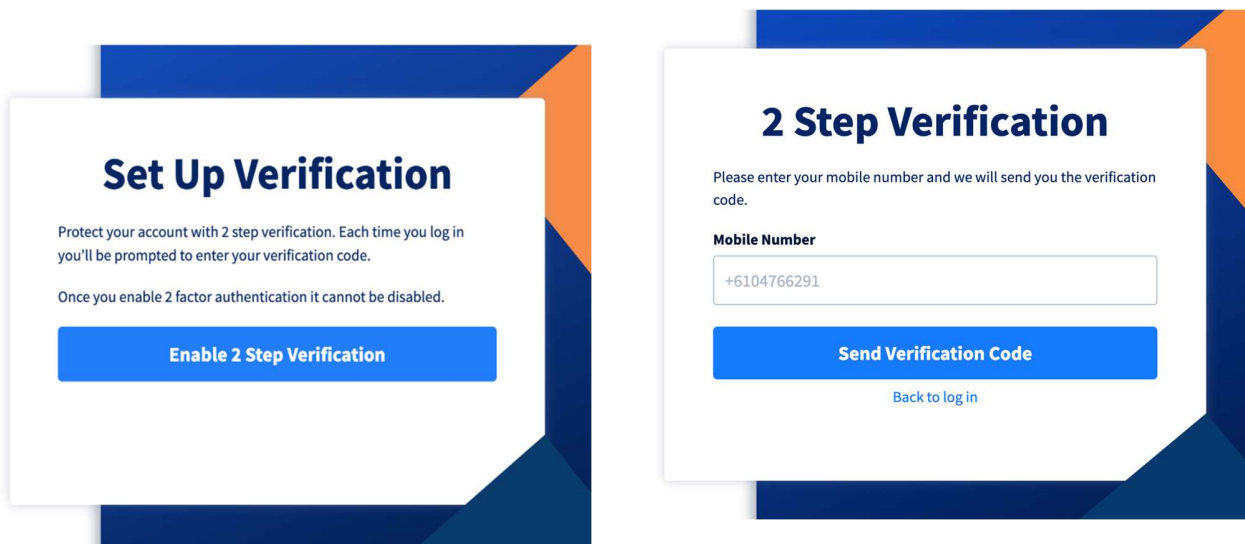
NATA Portal - Facility Reference Guide

Setting up your login password after your welcome link is expired

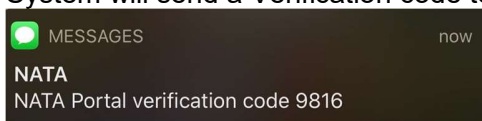
The initial welcome email link to set password will expire in 48hrs, after this you can directly visit <https://nataportal.nata.com.au/#/> and click on reset password to generate another activation link.

If the link in your registration confirmation has expired, you can use the steps below to setup your password:

1. Ensure you are using an approved browser (see list on page 2 of this Guide)
2. Visit <https://nataportal.nata.com.au/#/> and click on 'Click here to reset password link' just below the Log In button
3. Enter your registered email and submit, this will send you an email notification to reset your password
4. Access the email and click on the button 'Reset your Password'.

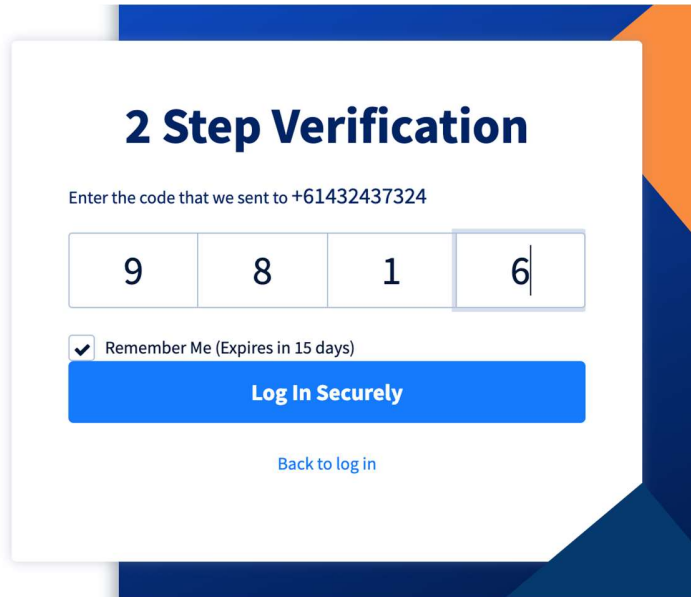


5. It will ask you to set your password, once you have done that the system will ask you to login using the email and password
6. On Successful login, it will ask you to set up 2 factor Authentication, click on the button 'Enable 2 Step Verification' to set that up.
7. You will be presented with a Set Up Verification screen where you will be able to enable your 2 Step Verification (see image on the right)
8. Enter your Mobile contact number in the correct format i.e. starting with country code +61 and no leading zeros +6140569XXXX.
9. System will send a Verification code to your mobile device as shown below



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10. Enter the 4-digit code as shown below and click on 'Log-in Securely' to login into the NATA Portal.



The screenshot shows a '2 Step Verification' login screen. At the top, the title '2 Step Verification' is displayed in a large, bold, dark blue font. Below the title, a prompt reads 'Enter the code that we sent to +61432437324'. The verification code '9816' is entered into four separate input boxes. Below the code boxes, there is a checked checkbox labeled 'Remember Me (Expires in 15 days)'. A prominent blue button with the text 'Log In Securely' is centered below the checkbox. At the bottom of the form, there is a blue link that says 'Back to log in'. The entire form is set against a white background with a decorative blue and orange geometric border.

2 Step Verification

Enter the code that we sent to +61432437324

9	8	1	6
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Remember Me (Expires in 15 days)

Log In Securely

[Back to log in](#)