

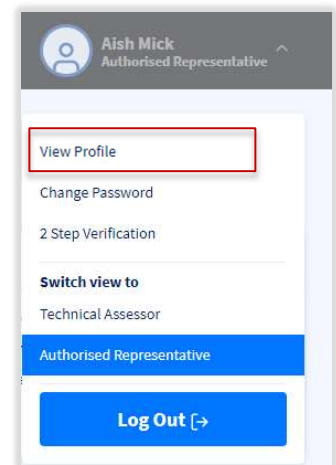
# NATA Portal - Facility Reference Guide

## Viewing and Editing Profile Information

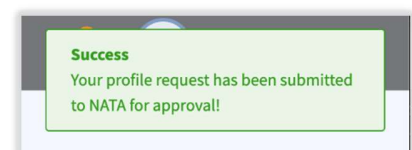
Users can view their profile information on the NATA Portal. If there are any changes required to be made to your profile, you can edit the profile information and submit it for approval. Once approved by NATA our systems will be updated and users will be able to see the updated information on the profile.

To view and edit your profile information, follow the below steps:

1. Once you have logged in to the NATA Portal, click on your profile name at the top right corner of your screen.
2. A dropdown as shown on the left will appear, click on View Profile.
3. You will then be directed to your Profile Page showing all your profile information.
4. Click [Edit Profile](#) to edit your profile information, here you will be able to make all the necessary changes to your profile information. The fields are shown in the below image.

A screenshot of the 'Edit Profile' form. The form is divided into two columns. The left column is titled 'Details' and contains fields for 'First Name\*' (Aish), 'Last Name\*' (Mick), 'Email Address\*' (aish.mick@hotmail.com), and 'Phone\*' (0234560987). The right column is titled 'Address and Billing Details' and contains fields for 'Address\*' (7 Leeds Street, Pemulwuy), 'Billing Address' (7 Leeds Street, Pemulwuy), 'Country' (Australia), 'State' (NSW), 'Suburb' (Rhodes), and 'Post Code' (2138). There are 'Change Password' and 'Save Changes' buttons at the top right, and a 'Cancel' button at the bottom left.

Click on [Save Changes](#) once complete. You will be directed back to your Profile Page and will receive the alert shown on the right.



**Please note:** Your changes will not be reflected immediately. They are subject to approval by the NATA Portal System Administrator. Only once approved, they will reflect on your profile.