

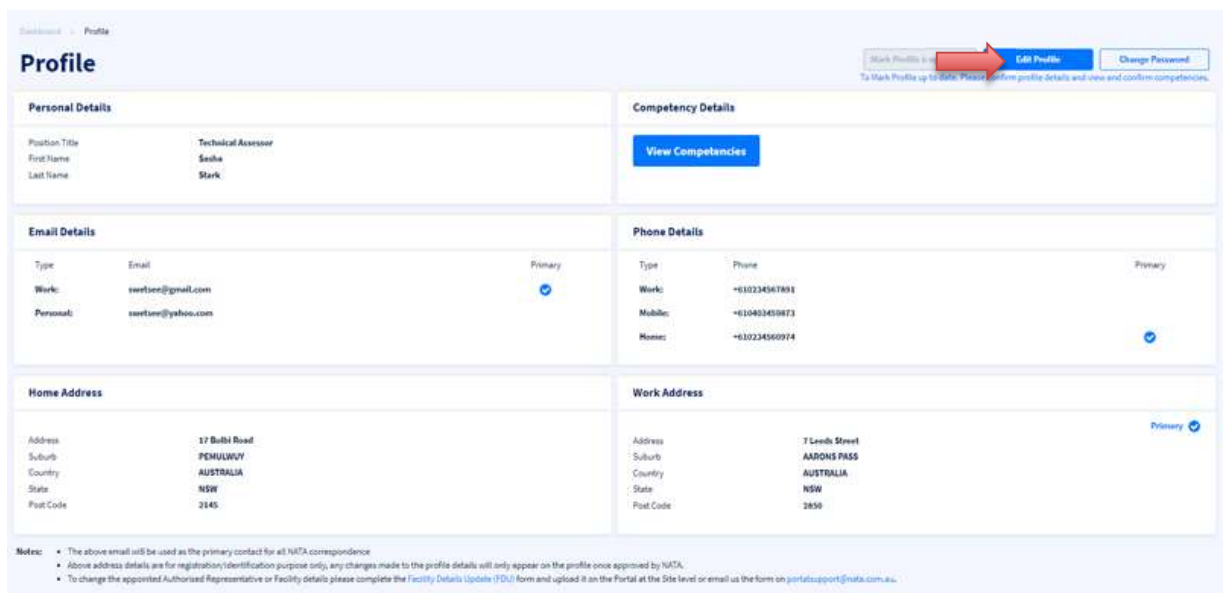
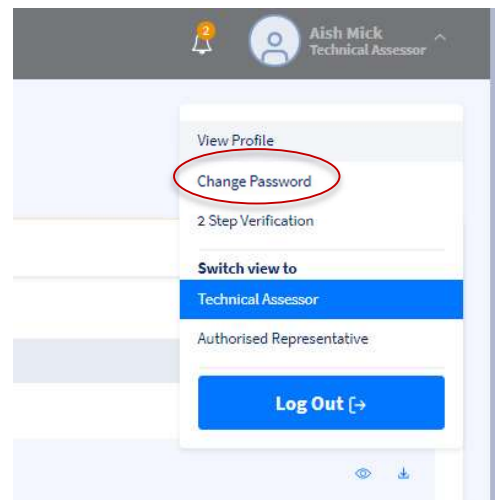
NATA Portal - Technical Assessor Reference Guide

View and Edit 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 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 below will appear, click View Profile.
3. You will then be directed to your Profile Page where you will be able to see all your profile information including email, phone, address and competency details (competency is/are the area(s) of technical expertise which you are qualified to assess) that you have provided to us. Click on [Edit Profile](#) button to edit these details.



4. The system will load the edit profile page and you will be able to make all the necessary changes to your profile information. The fields are shown in the below image.

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The screenshot shows the 'Edit Profile' page in the NATA Portal. It features a grid of form sections:

- Personal Details:** Fields for Position Title (Technical Assessor), First Name, Surname, Last Name, and Date.
- Email Details:** Fields for Type, Email (Work: vvetase@gmail.com, Personal: vvetase@nata.com), and Priority.
- Home Address:** Fields for Address (27 Bulbin Road), Country (Australia), State, Suburb (Melbourne), and Post Code (2245).
- Competency Details:** A 'Write Competencies' button, a 'Suggest Changes' text area, and an 'Upload a document with suggested changes to competencies' button.
- Phone Details:** Fields for Type, Phone (Work: +61 (0)24857891, Home: +61 (0)24858670, Home: +61 (0)24868874), and Priority.
- Work Address:** Fields for Address (1 Leeds Street), Country (Australia), State, Suburb (AARDC HILL), and Post Code (2870).

5. You will also be able to change your primary contact details by clicking on the radio button listed next to the field. You must have at least one type of email, phone and address marked as 'Primary' to let us know your preferred email, phone and address to communicate. Remember if you do want to change your primary email, you must use the changed email to login to the portal once the changes are approved.

6. You can also suggest changes to your competency by entering them into the 'suggest changes' box and if required upload a document listing competency change by clicking on the 'Upload a document with the suggested changes to competencies' button.

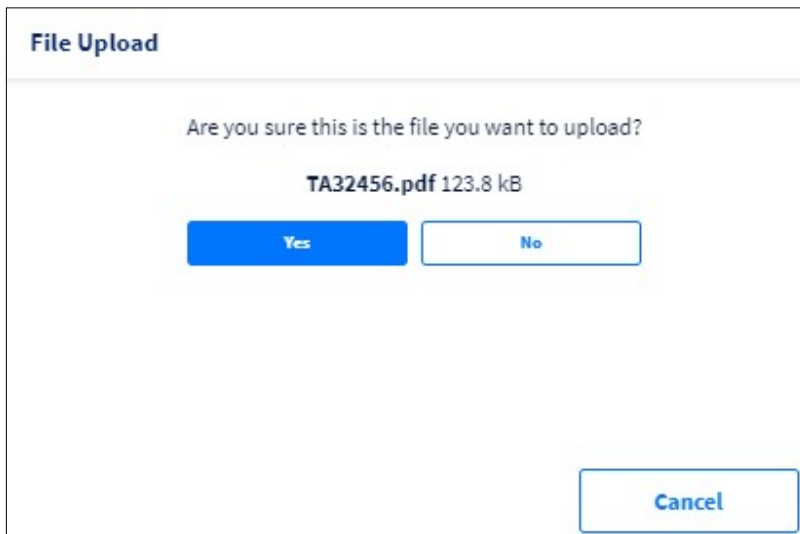
7. Once you click on the button to upload a document the system will give you an option to choose the file to upload or drag and drop.

8. Select the file to upload or drag and drop the file in the upload section and the system will then display the file to be uploaded and ask you to confirm. If you are sure that's the file to upload click on confirm button and the system will do a quick virus scan and upload the file.

The 'File Upload' dialog box contains the following elements:

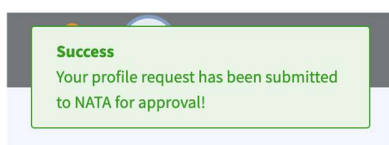
- Title:** File Upload
- Instruction:** Drag and drop file to upload or
- Buttons:** Choose file (blue), Cancel (white with blue border)

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In case you want to upload a different file at this stage, you can delete the file and upload a new one by clicking the delete icon on the file.

9. Click on [Save Changes](#) once you have completed editing your profile. You will be directed back to your Profile Page and will receive the alert shown below.



Please note: Any profile changes suggested by you will not be reflected immediately as these are subject to approval by NATA. Once approved they will be reflected on your profile, and you will receive a notification on your dashboard and registered email informing that the profile changes has been made.

You will be contacted if a request to make profile changes is rejected.