

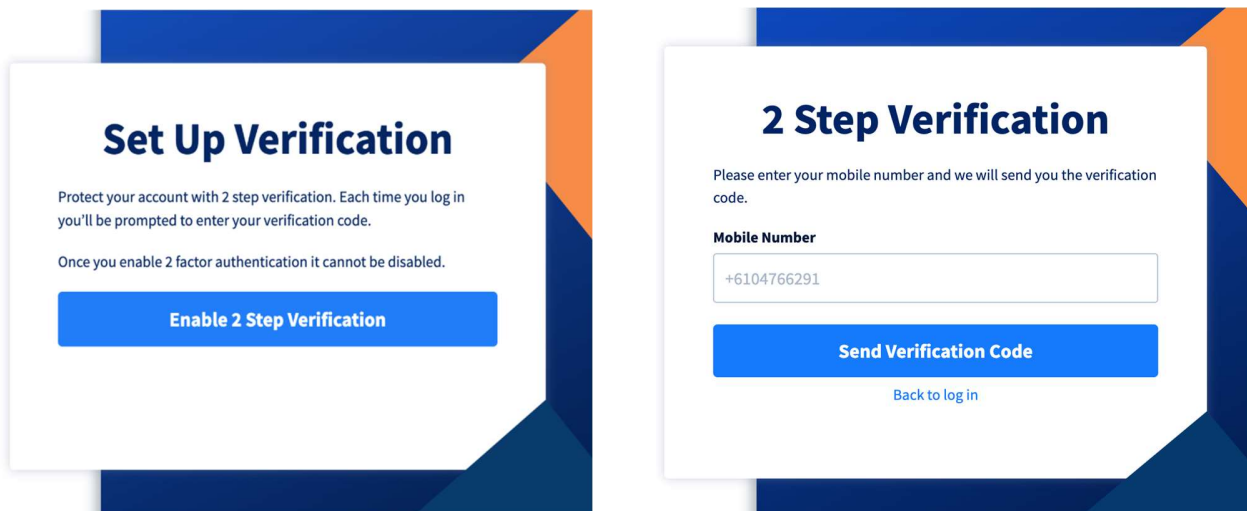
NATA Portal - Technical Assessor Reference Guide

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:

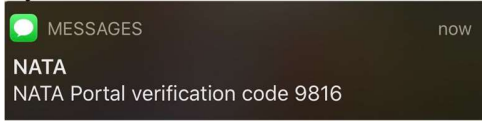
1. Visit <https://nataportal.nata.com.au/#/> and click on 'Click here to reset password link' just below the Log In button
2. Enter your registered email i.e. XXXXX and submit, this will send you an email notification to reset your password
3. Access the email and click on the button 'Reset your Password', ensure you are not opening the link in IE any other browser should work



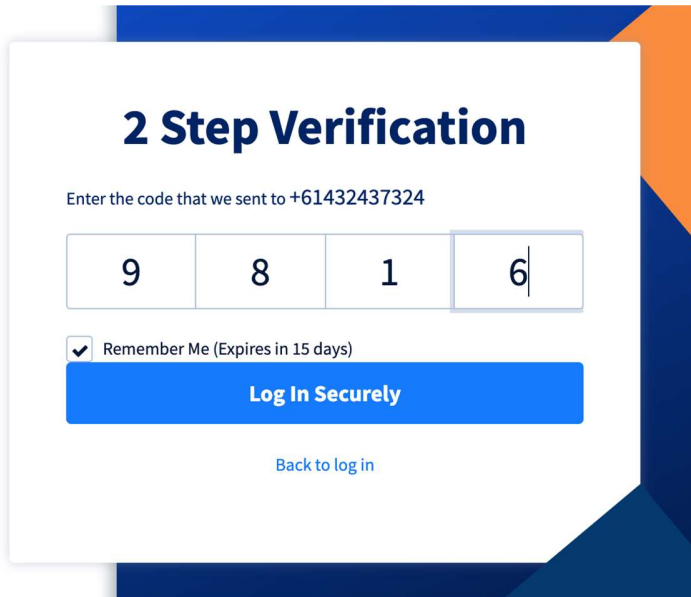
4. It will ask you to set your password, once you have done that the system will ask you to login using the email and password
5. On Successful login, it will ask you to set up 2 factor Authentication, click on the button '*Enable 2 Step Verification*' to set that up.
6. You will be presented with a Set Up Verification screen where you will be able to enable your 2 Step Verification (see image on the right)
7. Enter your Mobile contact number in the correct format i.e. starting with country code +61 and no leading zeros +61405699876.

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8. System will send a Verification code to your mobile device as shown below



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

A screenshot of the NATA Portal login screen. The screen has a white background with a blue and orange decorative border. The title "2 Step Verification" is in large blue font. Below it, the text "Enter the code that we sent to +61432437324" is displayed. There are four input boxes containing the digits "9", "8", "1", and "6". Below the input boxes is a checkbox labeled "Remember Me (Expires in 15 days)" which is checked. A large blue button labeled "Log In Securely" is centered below the checkbox. At the bottom, there is a link labeled "Back to log in".