

# Student Portal User Guide



National Association of  
Testing Authorities, Australia

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# Accessing the Student Portal

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To access student portal go to:

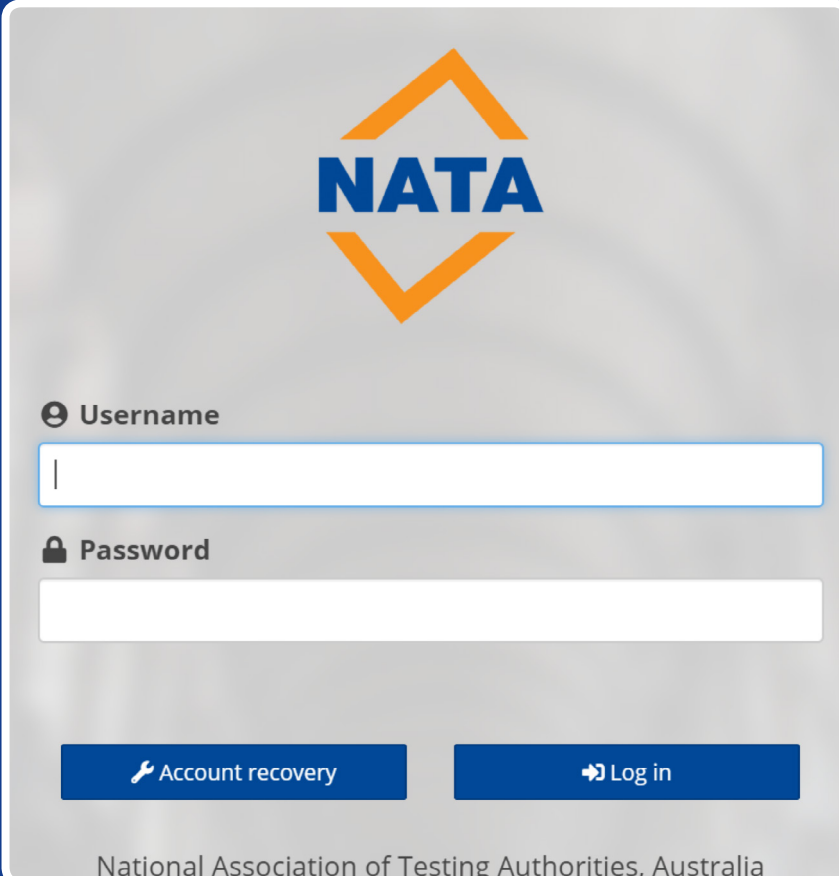
**<https://natatraining.vtportal.com.au/studentportal/>**

Username:

Password:

**NOTE: The login details will be provided in the Confirmation of Enrolment Letter.**

The Student Portal provides students with access to details regarding their training.



The image shows a login form for the NATA Student Portal. The form is centered on a dark blue background. It features the NATA logo at the top, which consists of the word "NATA" in blue capital letters inside an orange diamond shape. Below the logo, there are two input fields: "Username" and "Password". The "Username" field has a small person icon to its left, and the "Password" field has a small lock icon to its left. Below these fields are two buttons: "Account recovery" with a key icon and "Log in" with a right-pointing arrow icon. At the bottom of the form, the text "National Association of Testing Authorities, Australia" is displayed.

**NATA**

Username


Password

Account recovery Log in

National Association of Testing Authorities, Australia

# Account Recovery

Click **Account Recovery** and it will take you to the option to recover your username or password



Username

Password

[Account recovery](#) [Log in](#)

National Association of Testing Authorities, Australia  
(NATA)

## Forgot Your Username



Account Recovery

NATA

I don't know my username

I don't know my password

Select 'I don't know my username'



NATA

I don't know my username

✉ Email Address

Recover

I don't know my password

Enter your Email Address and click **Recover**.

Account Recovery

If the details provided match those we have on record an account recovery email has been sent. Please follow the instructions to complete your account recovery.

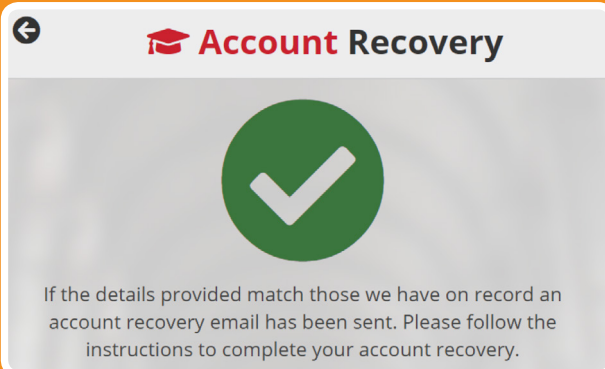
The following image will appear and you will receive an email in your inbox with your username

# Account Recovery

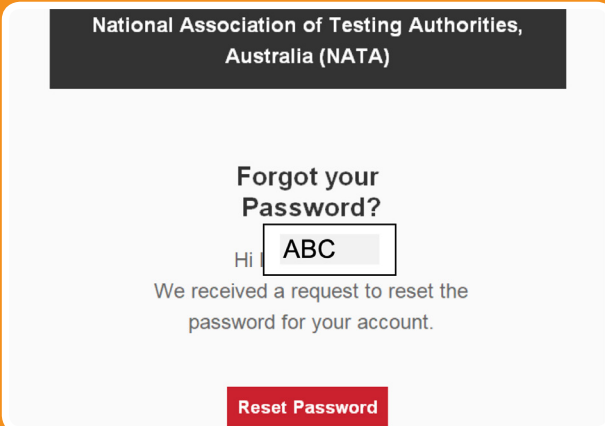
Forgot your Password?  
Or Want to Change the Current Password?



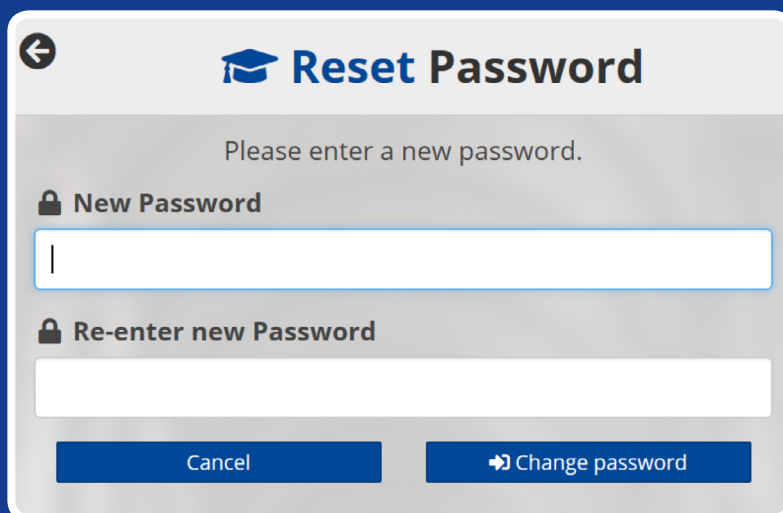
Select 'I don't know my password'.




The following image will appear and you will receive an email in your inbox from Training Services to reset your password



Select **Reset Password** button



The form is titled "Reset Password" with a graduation cap icon. It contains a message "Please enter a new password." followed by two password input fields labeled "New Password" and "Re-enter new Password". At the bottom are "Cancel" and "Change password" buttons.

←  **Reset Password**

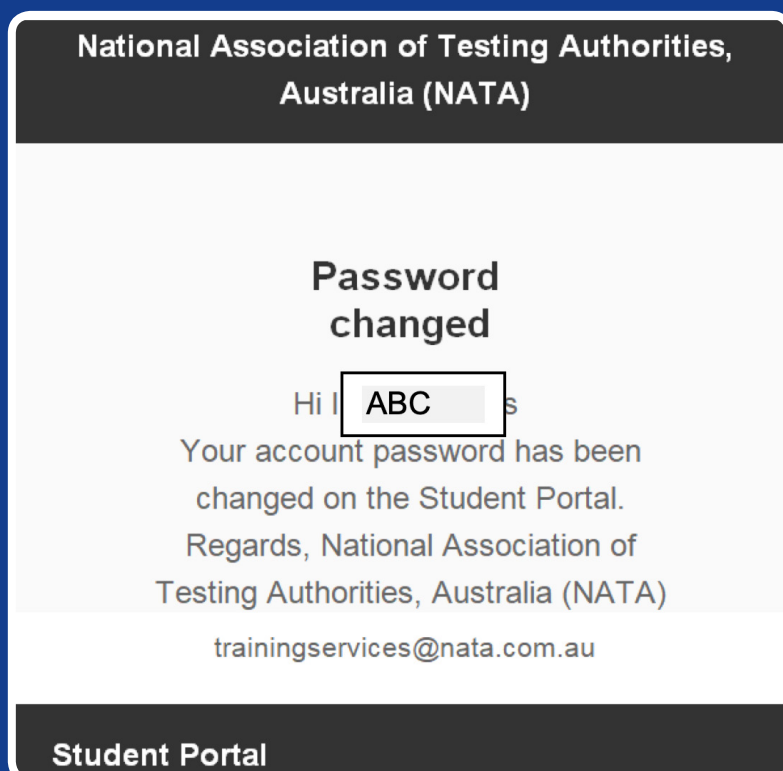
Please enter a new password.

🔒 **New Password**

🔒 **Re-enter new Password**

Enter new password and re-enter new password.

Then select **change password** button



The email template has a header "National Association of Testing Authorities, Australia (NATA)". The main content says "Password changed" followed by a greeting "Hi I ABC s". The body text states "Your account password has been changed on the Student Portal." and "Regards, National Association of Testing Authorities, Australia (NATA)". The footer includes the email "trainingservices@nata.com.au" and a "Student Portal" link.

**National Association of Testing Authorities,  
Australia (NATA)**

**Password  
changed**

Hi I ABC s

Your account password has been  
changed on the Student Portal.

Regards, National Association of  
Testing Authorities, Australia (NATA)

trainingservices@nata.com.au

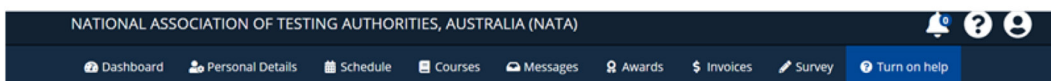
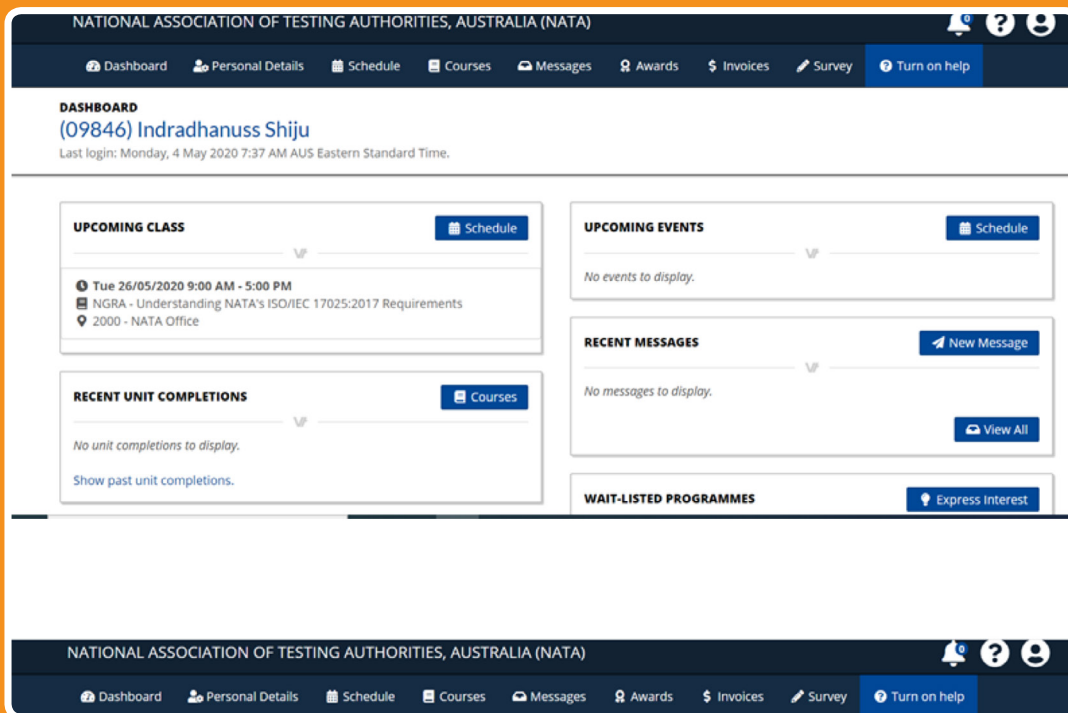
**Student Portal**

You will receive an email informing you that your password has changed




# Dashboard

The key areas of the Dashboard are:

- Navigation Menu
- Upcoming Classes
- Recent Unit Completions
- Upcoming Events
- Recent Messages
- Wait-Listed Programmes



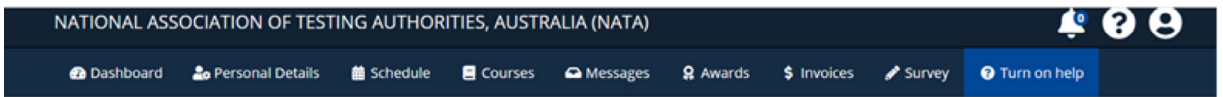

The page header consists of a series of icons    in addition to the main navigation:








- The Notifications icon  will display any items that are configured to show as an alert for the student, such as messages from your trainer.
- The Help icon toggles  context sensitive help, which links back to articles in the Help Centre.
- Log off icon  to exit the Student Portal.



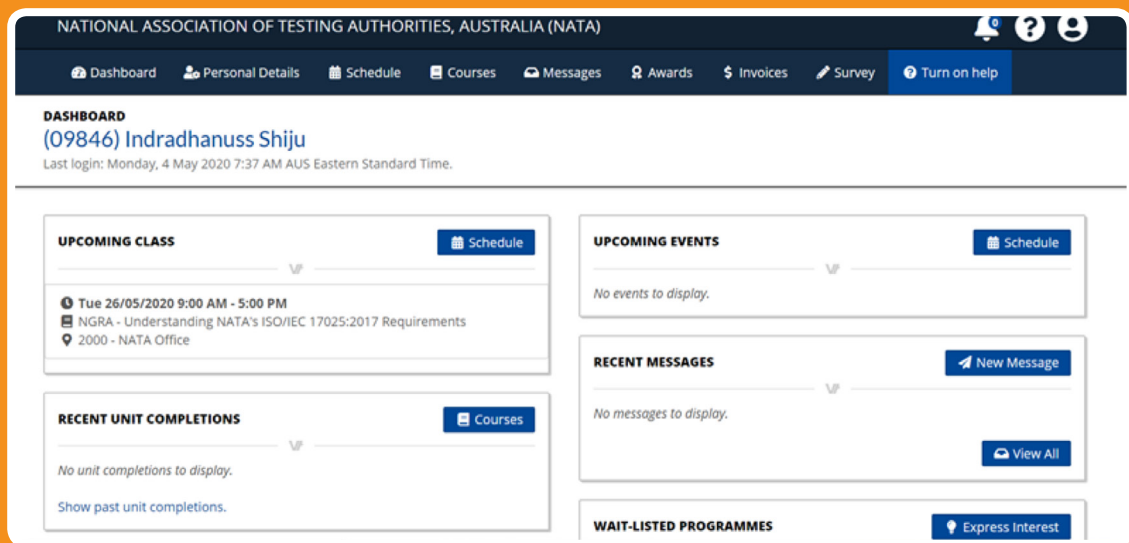
# Navigation Menu

The Navigation Menu consists of links pointing to important sections of the Student Portal.



	<ul style="list-style-type: none"><li>• Personal Details - view/edit your information.</li></ul>
	<ul style="list-style-type: none"><li>• Schedule - A calendar view of training related events.</li></ul>
	<ul style="list-style-type: none"><li>• Courses - Display the courses you are currently enrolled in and access history of courses completed with the training organisation.</li></ul>
	<ul style="list-style-type: none"><li>• Messages - Communications between yourself and your trainer.</li></ul>
	<ul style="list-style-type: none"><li>• Awards - a list of certificates awarded to you by the training organisation.</li></ul>
	<ul style="list-style-type: none"><li>• Invoices - Display invoice details.</li></ul>
	<ul style="list-style-type: none"><li>• Survey - To be completed after the training session.</li></ul>

# Upcoming Classes



NATIONAL ASSOCIATION OF TESTING AUTHORITIES, AUSTRALIA (NATA)

Dashboard Personal Details Schedule Courses Messages Awards Invoices Survey Turn on help

**DASHBOARD**  
(09846) Indradhanuss Shiju  
Last login: Monday, 4 May 2020 7:37 AM AUS Eastern Standard Time.

**UPCOMING CLASS** [Schedule](#)

Tue 26/05/2020 9:00 AM - 5:00 PM  
NGRA - Understanding NATA's ISO/IEC 17025:2017 Requirements  
2000 - NATA Office

**UPCOMING EVENTS** [Schedule](#)

No events to display.

**RECENT UNIT COMPLETIONS** [Courses](#)

No unit completions to display.  
[Show past unit completions.](#)

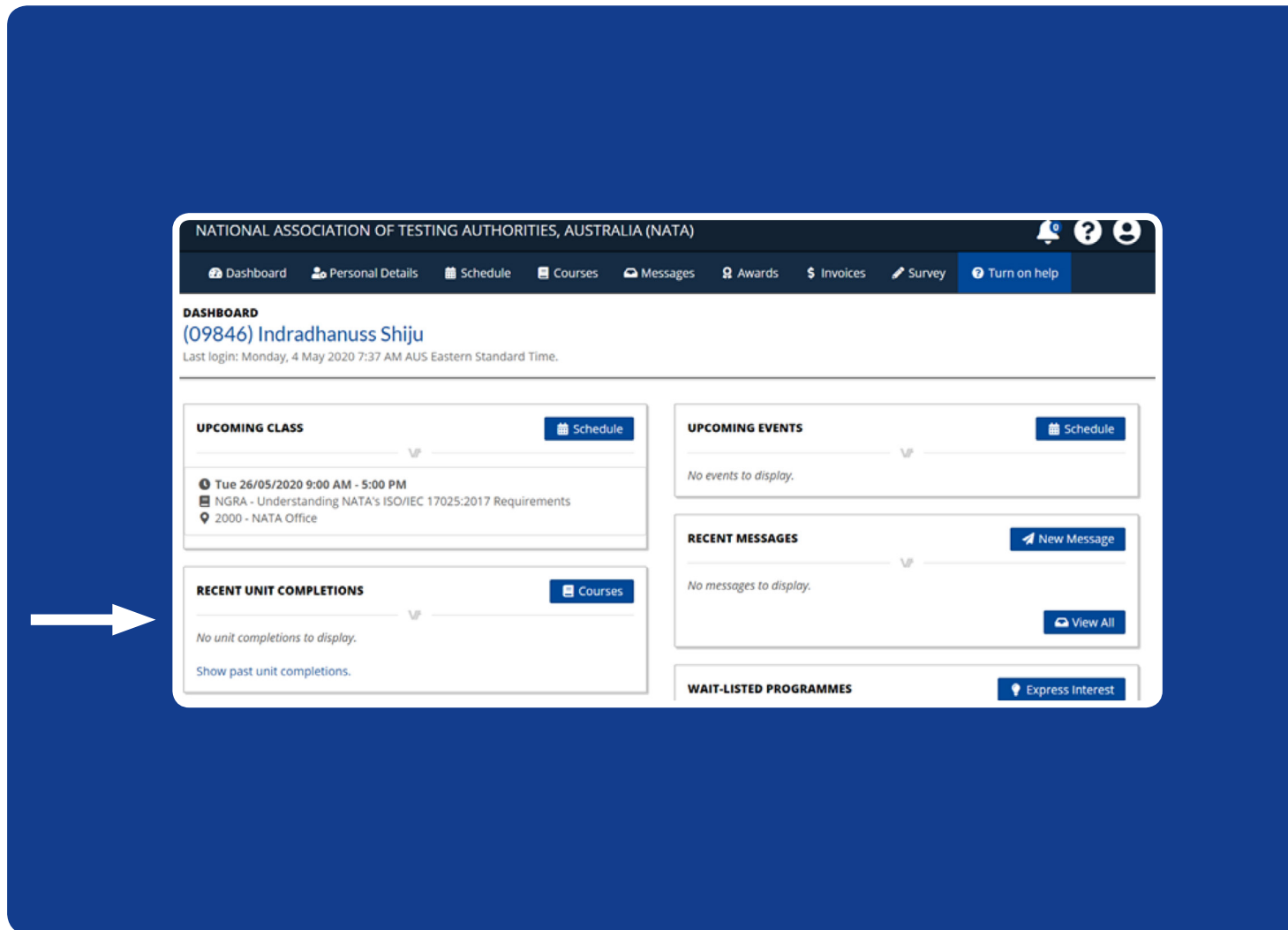
**RECENT MESSAGES** [New Message](#)



No messages to display.  
[View All](#)

**WAIT-LISTED PROGRAMMES** [Express Interest](#)

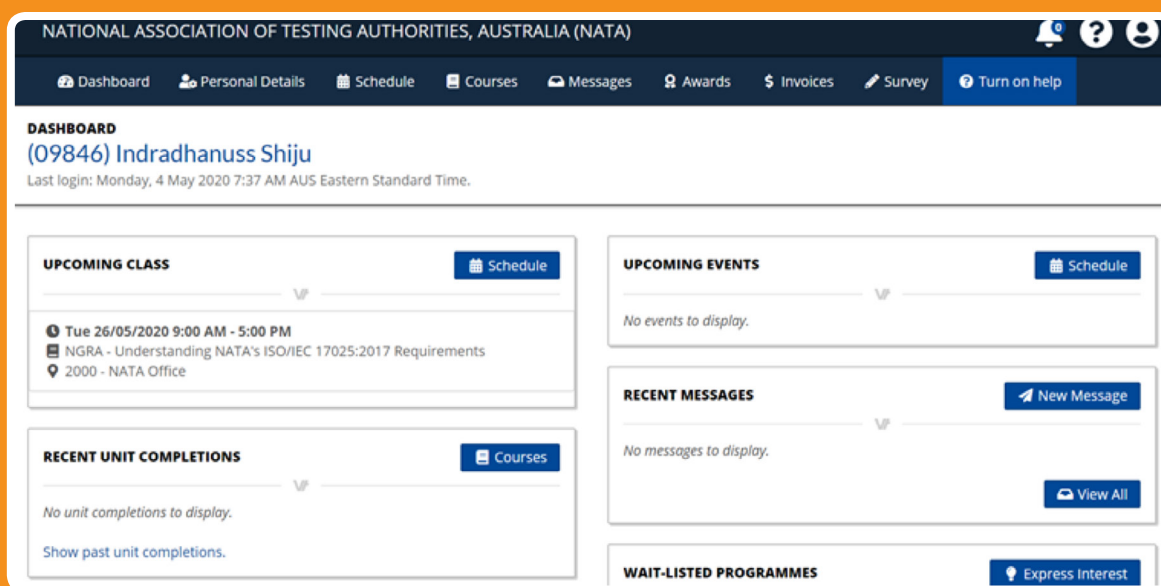
The **upcoming class** on the dashboard lists future classes that you are enrolled in.



# Recent Unit Completions



The **recent unit completions** on the dashboard shows units that were finished recently. You can see more detailed information by clicking the **Courses** button  in this section or from the Navigation menu. 

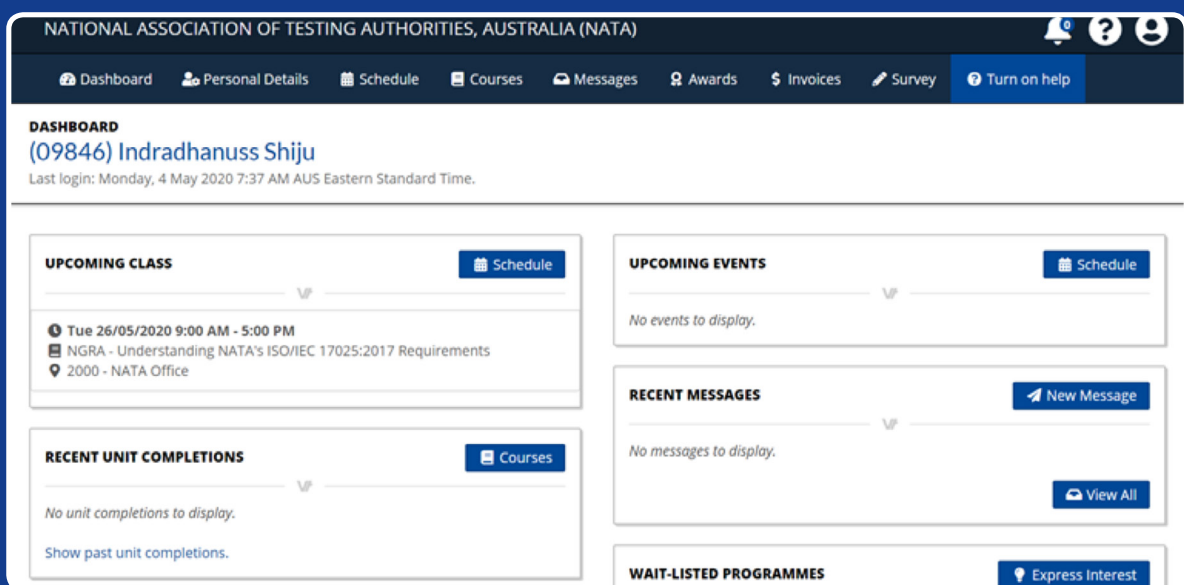
# Upcoming Events





The **upcoming events** section on the dashboard lists relevant events occurring in the near future. View the full calendar of events by clicking the **Schedule** button  in this section or from the Navigation menu. 

# Recent Messages

## Accessing Recent Communications






The **Recent Messages** section on the Dashboard provides quick access to recent communications sent via Student Portal (direct message), SMS, or email.

A full record of communications can be accessed by clicking the **View All** button,  or selecting the messages option  from the Navigation menu.


# Recent Messages

## Sending Us A Direct Message

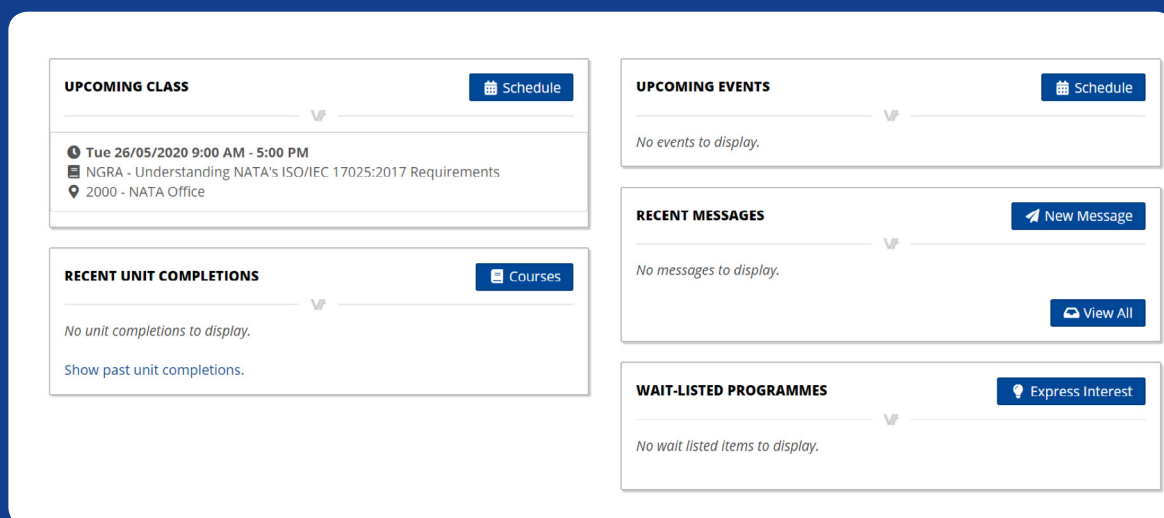
It is also possible to send a message to your trainer using the **New Message** button.  **New Message** in the **Recent Messages** section on the Dashboard, or from the **Messages** option  in the Navigation menu, then selecting the  **New message** button.

The **New Message** pop-up allows this to happen.



- **Enrolment staff** - select a staff member from the drop down list. Only staff members associated with your course can be messaged.
- **Message subject** - enter a subject title for the message.
- **Message content** - write your message.
- Click Send message  **Send Message** . button

# Wait-Listed Programmes



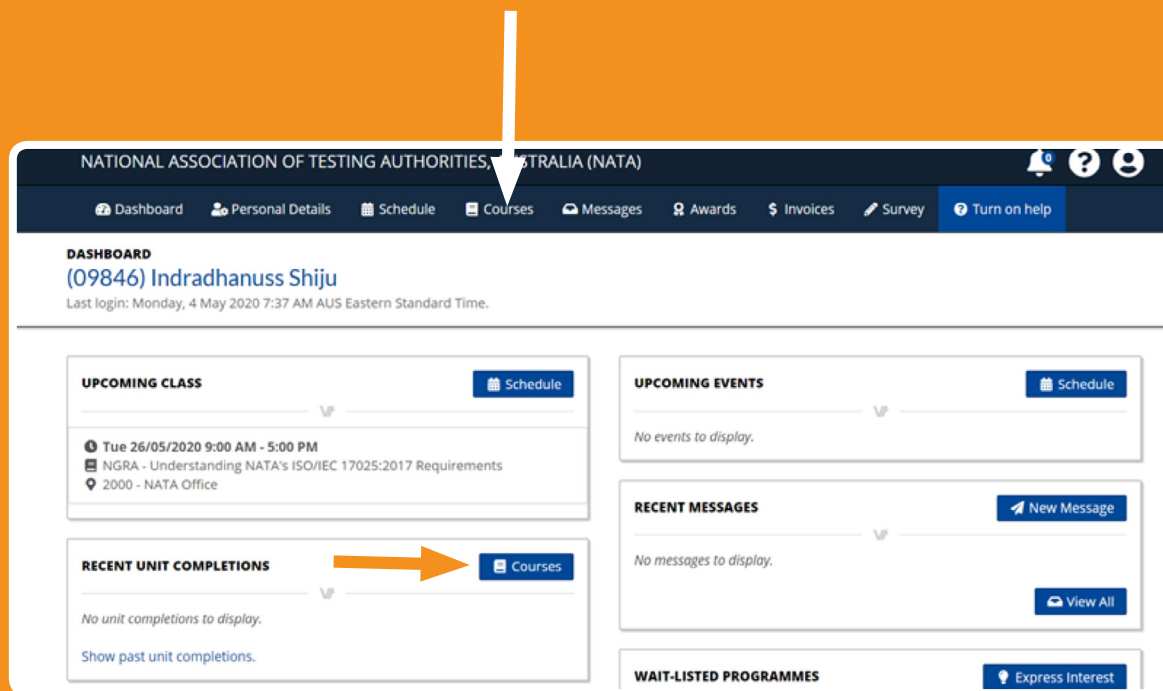
The screenshot displays a dashboard with five main sections, each with a filter icon and a button:

- UPCOMING CLASS**: Filter icon, [Schedule](#) button. Content: Tue 26/05/2020 9:00 AM - 5:00 PM, NGRA - Understanding NATA's ISO/IEC 17025:2017 Requirements, 2000 - NATA Office.
- RECENT UNIT COMPLETIONS**: Filter icon, [Courses](#) button. Content: No unit completions to display. [Show past unit completions.](#)
- UPCOMING EVENTS**: Filter icon, [Schedule](#) button. Content: No events to display.
- RECENT MESSAGES**: Filter icon, [New Message](#) button, [View All](#) button. Content: No messages to display.
- WAIT-LISTED PROGRAMMES**: Filter icon, [Express Interest](#) button. Content: No wait listed items to display.

A white arrow points to the **WAIT-LISTED PROGRAMMES** section.

The **Wait Listed Programmes** section on the Dashboard provides a list of courses you have expressed interest. The Training Service team will be in contact with you to discuss the courses in more detail and answer any questions you may have.

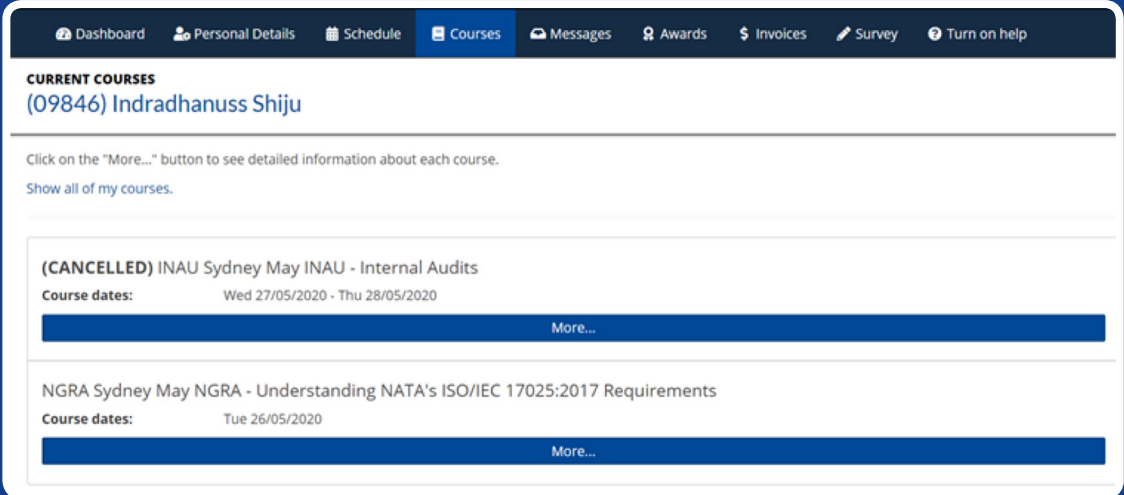
# Student Portal Courses



The **Recent Unit Completions** section on the Dashboard provides access to your current course progress and your course history through the **Courses** button or selecting Courses from the Navigation menu.



## Viewing Past & Present Courses



A screenshot of the Student Portal interface, specifically the 'Courses' tab. The navigation bar at the top includes links for Dashboard, Personal Details, Schedule, Courses (highlighted), Messages, Awards, Invoices, Survey, and Turn on help. The main content area is titled 'CURRENT COURSES' and displays the user's name '(09846) Indradhanuss Shiju'. Below this, there is a link to 'Show all of my courses.' and a list of courses. The first course is '(CANCELLED) INAU Sydney May INAU - Internal Audits' with dates 'Wed 27/05/2020 - Thu 28/05/2020' and a 'More...' button. The second course is 'NGRA Sydney May NGRA - Understanding NATA's ISO/IEC 17025:2017 Requirements' with dates 'Tue 26/05/2020' and a 'More...' button. A white arrow points to the 'Show all of my courses.' link.

**CURRENT COURSES**  
(09846) Indradhanuss Shiju

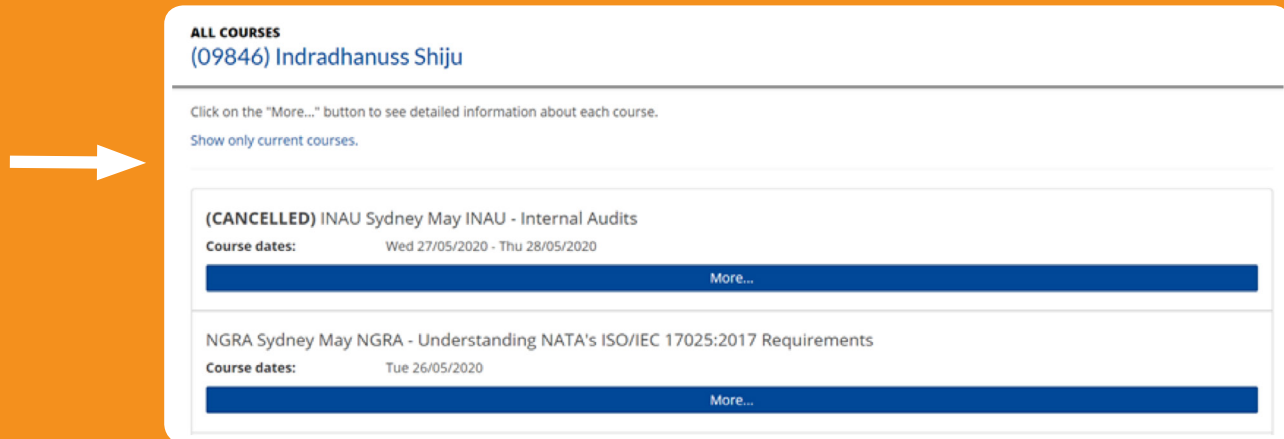
Click on the "More..." button to see detailed information about each course.  
[Show all of my courses.](#)

**(CANCELLED) INAU Sydney May INAU - Internal Audits**  
Course dates: Wed 27/05/2020 - Thu 28/05/2020  
[More...](#)

NGRA Sydney May NGRA - Understanding NATA's ISO/IEC 17025:2017 Requirements  
Course dates: Tue 26/05/2020  
[More...](#)

Select **Show all of my courses** to show all your past and future courses

# Student Portal Courses



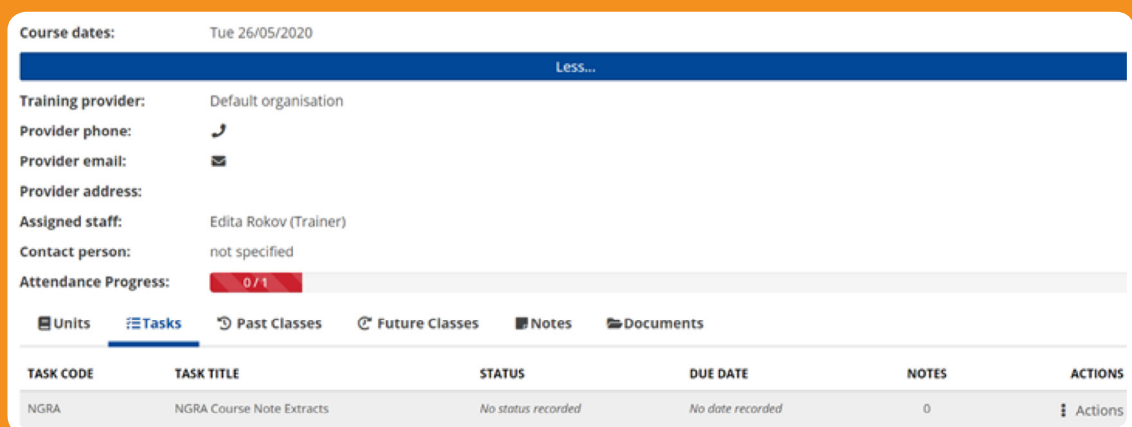
Click the **More** button to see full details of a course.

At the bottom of this information will be the following selection bar.

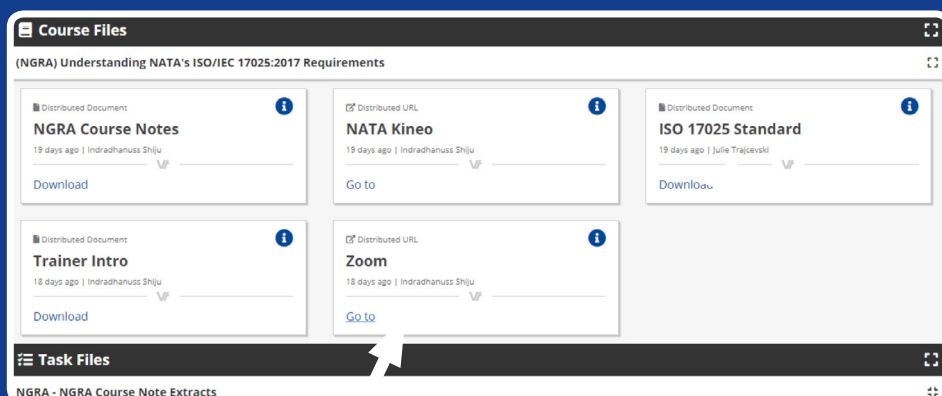
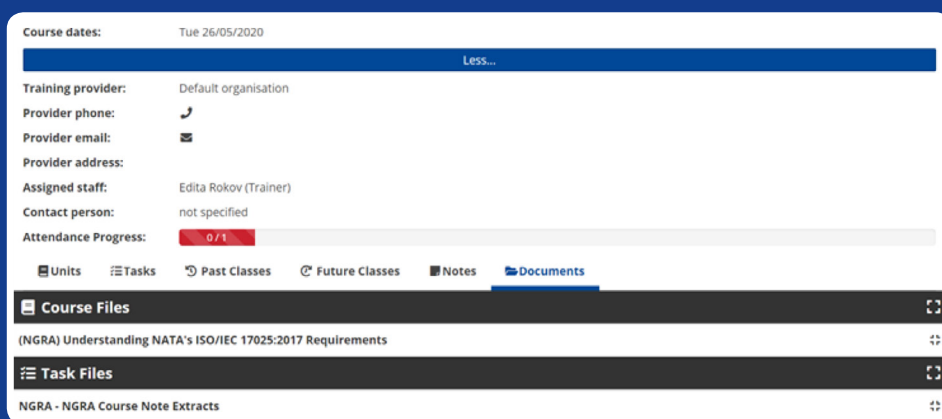


Some basic information for your course will be displayed, and additional information can be found under the tabs provided:

- **Units - the default tab. These are the units you will be studying during your course. N/A**



- **Tasks** - are related to the assessment you are required to complete.
- **Past** and **Future Classes** - dates, times and attendance status for each workshop.
- **Notes** - summary of notes associated with your course.
- **Documents** - a summary of files for your course. They may be tied to Tasks and are categorised based on this association.



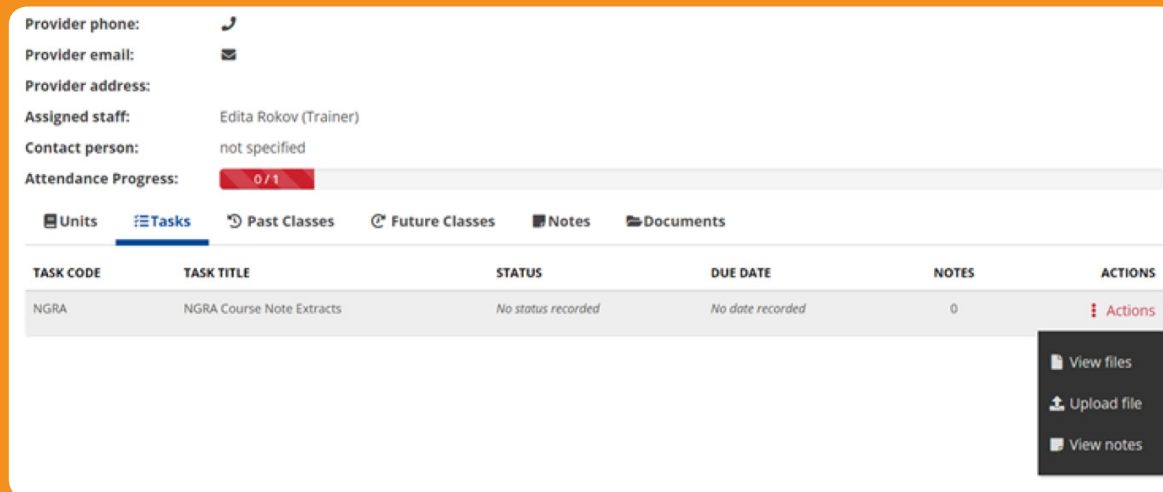
## Link to Zoom

Under the documents area, there is also a link to the Zoom platform used for NATA's online delivery. Select the **Goto** link within the Zoom information box to connect to the course on the day.

Information will also be given on how to connect to the Zoom platform via an email. This email will contain a calendar invitation for the course you are enrolled in.

# Assessment

Select **Tasks** button. Your assessment will be available under Tasks



Provider phone:

Provider email:

Provider address:

Assigned staff: Edita Rokov (Trainer)

Contact person: not specified

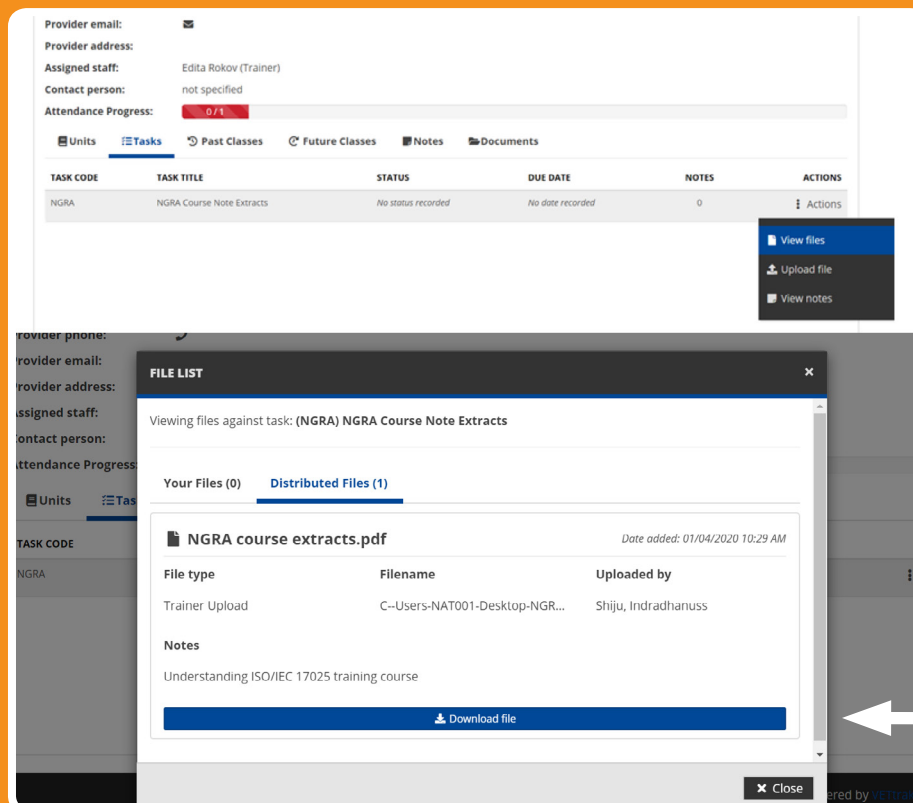
Attendance Progress: 0 / 1

**Units** **Tasks** Past Classes Future Classes Notes Documents

TASK CODE	TASK TITLE	STATUS	DUE DATE	NOTES	ACTIONS
NGRA	NGRA Course Note Extracts	No status recorded	No date recorded	0	Actions

- View files
- Upload file
- View notes

## View Files/Assessments



Provider email:

Provider address:

Assigned staff: Edita Rokov (Trainer)

Contact person: not specified

Attendance Progress: 0 / 1

**Units** **Tasks** Past Classes Future Classes Notes Documents

TASK CODE	TASK TITLE	STATUS	DUE DATE	NOTES	ACTIONS
NGRA	NGRA Course Note Extracts	No status recorded	No date recorded	0	Actions

- View files
- Upload file
- View notes

**FILE LIST**

Viewing files against task: (NGRA) NGRA Course Note Extracts

Your Files (0) **Distributed Files (1)**

**NGRA course extracts.pdf** Date added: 01/04/2020 10:29 AM

File type	Filename	Uploaded by
Trainer Upload	C--Users-NAT001-Desktop-NGR...	Shiju, Indradhanuss

Notes

Understanding ISO/IEC 17025 training course

[Download file](#)

Close

## Upload Files/Assessments

Provider phone:

Provider email:

Provider address:

Assigned staff: Edita Rokov (Trainer)

Contact person: not specified

Attendance Progress: 0 / 1

[Units](#) [Tasks](#) [Past Classes](#) [Future Classes](#) [Notes](#) [Documents](#)

TASK CODE	TASK TITLE	STATUS	DUE DATE	NOTES	ACTIONS
NGRA	NGRA Course Note Extracts	No status recorded	No date recorded	0	Actions

[View files](#)  
[Upload file](#)  
[View notes](#)

**ADD FILES**

You are uploading these files against ((NGRA) NGRA Course Note Extracts) -

**1 New file**

Select File Type

☒ Document ☐ Web Link

Select file

SELECT A FILE OR DRAG HERE

Name

INTERNAL JOB CODES.DOCX

Name

Description


[Add another file](#)

☒ I declare that this file is my own work

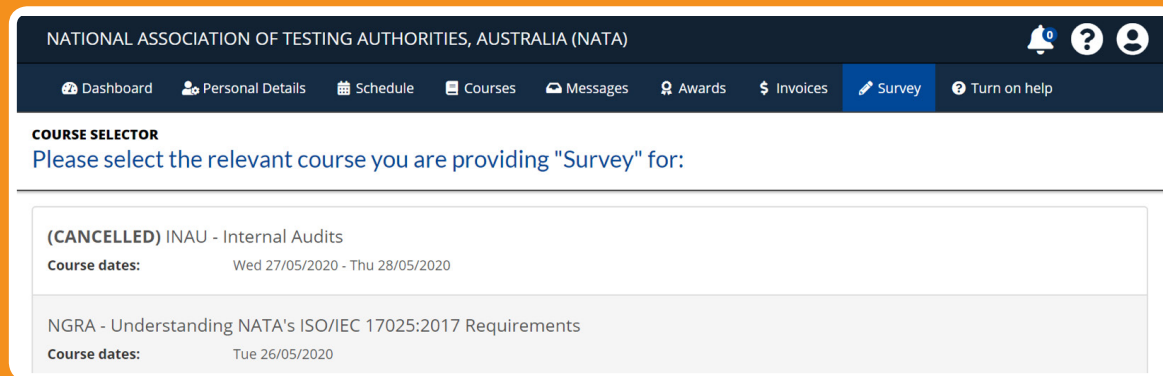
**START UPLOAD**

Declare it is my own work and upload the assessment against respective tasks.

# Survey

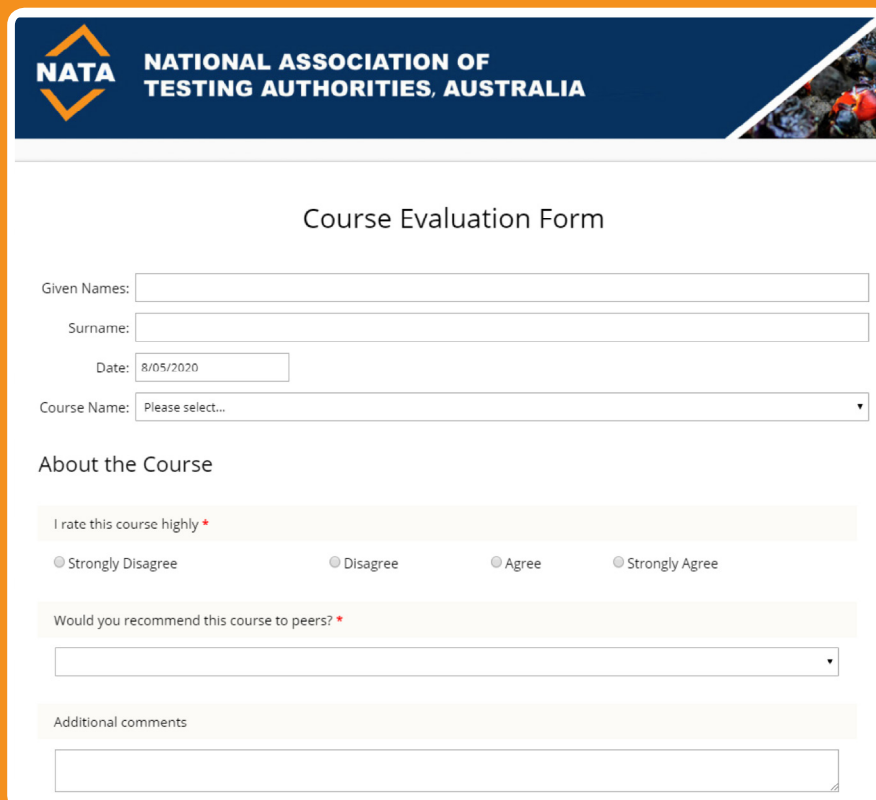
From the Navigation menu, select the **survey**  button.

If you are enrolled in more than one course, please select the relevant survey.



The screenshot shows the NATA (National Association of Testing Authorities, Australia) dashboard. The top navigation bar includes links for Dashboard, Personal Details, Schedule, Courses, Messages, Awards, Invoices, Survey (highlighted), and Turn on help. Below the navigation bar, the 'COURSE SELECTOR' section prompts the user to 'Please select the relevant course you are providing "Survey" for:'. Two courses are listed: 1. '(CANCELLED) INAU - Internal Audits' with dates 'Wed 27/05/2020 - Thu 28/05/2020'. 2. 'NGRA - Understanding NATA's ISO/IEC 17025:2017 Requirements' with dates 'Tue 26/05/2020'.

Once you select the course, it will display the Course Evaluation Form, shown below. Please complete all the questions, and save your feedback before you exit.



The screenshot shows the 'Course Evaluation Form' for NATA. The form includes the NATA logo and name at the top. The title 'Course Evaluation Form' is centered. The form fields are: 'Given Names:' (text input), 'Surname:' (text input), 'Date:' (text input with '8/05/2020' entered), and 'Course Name:' (dropdown menu with 'Please select...' selected). Below these is the 'About the Course' section. It contains two questions: 1. 'I rate this course highly \*' with four radio button options: 'Strongly Disagree', 'Disagree', 'Agree', and 'Strongly Agree'. 2. 'Would you recommend this course to peers? \*' with a dropdown menu. At the bottom is an 'Additional comments' section with a text area.



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Visit our website: **[www.nata.com.au](http://www.nata.com.au)**