National Accreditation Authority for Translators and Interpreters Ltd

How-to-guide

How to register a myNAATI account

This guide walks through how to register a myNAATI account and how to update your personal details. For any enquiries please contact info@naati.com.au

How to register a myNAATI account

Registered users can access all myNAATI services including applying for tests, managing test dates, accessing your credentials, transactions, billing, updating your details and more.

Step one - myNAATI portal
Access the myNAATI portal by going to

https://my.naati.com.au/

then select the orange 'click here' at the bottom of the 'LOG INTO myNAATI' screen to register.
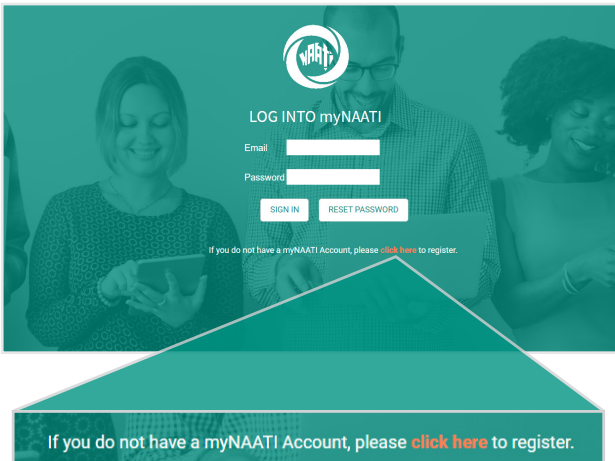
Step two - enter your details
There will be two steps here to complete registration.

On the first 'myNAATI Registration' screen enter your email address and click 'REGISTER'. This will take you to the second 'myNAATI Registration' screen which will prompt you to fill in additional details. When complete click 'REGISTER'.

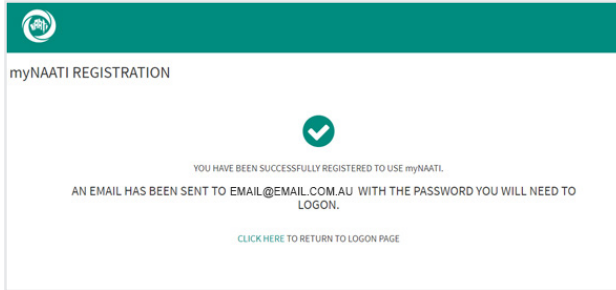Please note all fields marked with an asterisk (*) are required.

myNAATI Registration first screen

myNAATI Registration second screen

Step three - temporary password

If you have registered successfully you will see the following screen. You will receive an email with a temporary password and your customer number.

myNAATI REGISTRATION

YOU HAVE BEEN SUCCESSFULLY REGISTERED TO USE myNAATI.

AN EMAIL HAS BEEN SENT TO EMAIL@EMAIL.COM.AU WITH THE PASSWORD YOU WILL NEED TO LOGON.

CLICK HERE TO RETURN TO LOGON PAGE

Step four - change your password

Return to the 'LOG INTO myNAATI' screen

https://my.naati.com.au/

and enter your email address and temporary password. After successfully entering this information it will then prompt you to change the temporary password.

Change your password by filling out fields in the screen below.

Note:
- Current password refers to the temporary password you received via email.
- New password must contain a minimum of 10 characters and include at least one symbol, one lower case letter, one upper case letter and one number (0-9)

HOME > CHANGE MY PASSWORD

CHANGE MY PASSWORD

Current password

New password

Confirm new password

* A password must contain a minimum of 10 characters and include at least one symbol, one lower case letter, one upper case letter and one number (0-9).
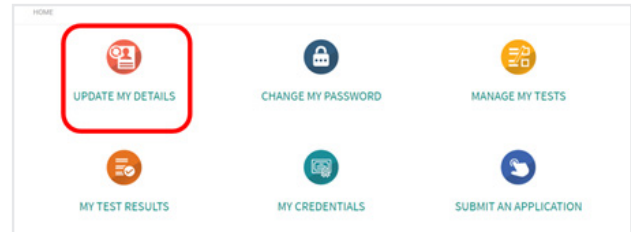
CHANGE PASSWORD

Follow the prompts to return to myNAATI Home.

CHANGE PASSWORD

Your password has been changed.

CLICK HERE to go to myNAATI Home

Updating your details

Step one - myNAATI portal

On the myNAATI Home page navigate to the 'UDPATE MY DETAILS' icon.

HOME

UPDATE MY DETAILS   CHANGE MY PASSWORD   MANAGE MY TESTS

MY TEST RESULTS   MY CREDENTIALS   SUBMIT AN APPLICATION

Step two - updating details

Insert personal details by clicking 'ADD' then 'OK'. Edit your details by clicking 'EDIT'. Please ensure your details are accurate and up to date.

HOME > MY PERSONAL DETAILS

MY PERSONAL DETAILS

If there is a tick next to your details in the Preferred column, this means that you have nominated this address, phone number or email as your primary contact details for NAATI. Primary contact details can be changed at any time.

ADDRESS   ADD

Address

No Address Added

PHONE   ADD

Phone Number

No Phone Added

EMAIL   ADD

Email

Preferred   EDIT   DELETE

Resetting your password

If you have forgotten your password simply click the 'RESET PASSWORD' button on the 'LOG INTO myNAATI' screen and follow the prompts. You will need your customer number which was sent to you after registration.

LOG INTO myNAATI

Email

Password

SIGN IN   RESET PASSWORD

HOME > RESET PASSWORD

RESET PASSWORD

If you have forgotten your password, enter your Customer number and your NAATI registered email address to have a new password sent to you. If you have any difficulty, contact us.

Customer Number:

Email:

SUBMIT