NMCRL

NATO MASTER CATALOG OF REFERENCES FOR LOGISTICS

Quick Guide

Password change, Password reset

Content

Thank you for using the NMCRL Web, and by that, supporting NATO and its Allies armed forces.

This guides describes the procedure to reset or change a password; for yourself or for your teammates if you are their master administrator.

A. Forgotten password procedure

B. Change of password for yourself or other (as a Master Administrator)

A. Forgotten Password

2. Click on the link "Forgotten Password"

1. Access to the login screen:
   NSPA ePortal (nato.int)

Please note that the generic login "npxxxx" cannot be reset.

1. Enter your username,
2. Enter the security characters,
3. Click on Continue.

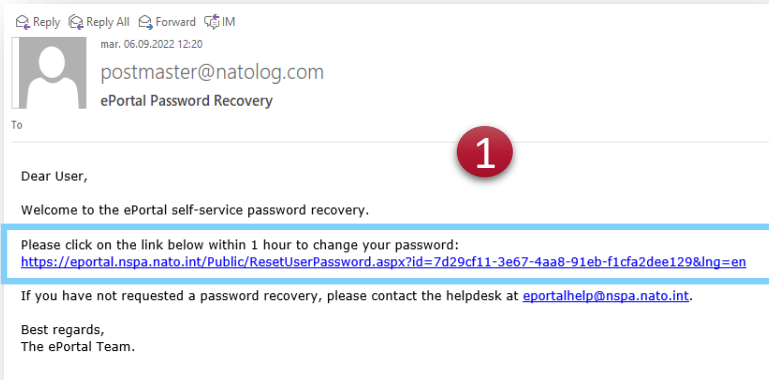If your username is correct, then the system will send you an email to the email address registered in NMCRL Web.

1. Once you receive that email, click on the link embedded to choose your new password.
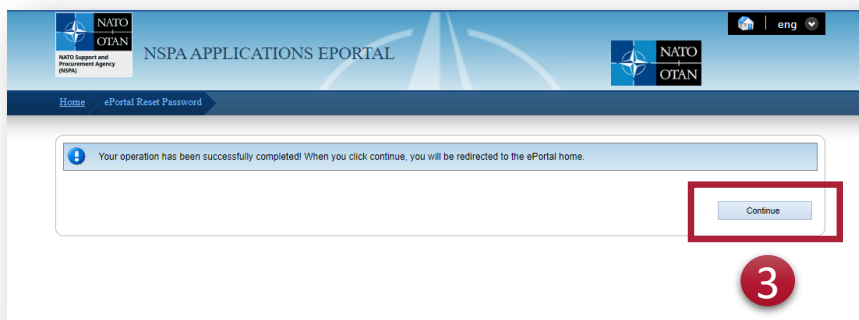
2. Enter your new password.

   Click on Submit.

The system will remind you the password policy if need be.

You will have a confirmation message and receive a confirmation email.

3. Click on Continue.

1. You will land on the NSPA E-portal.
2. Scroll down to find the NMCRL application and log in again.

B. Password Change

For Master Administrators

As the master administrator, you may update your own password and change the password of your teammates at any time, in the user management app.
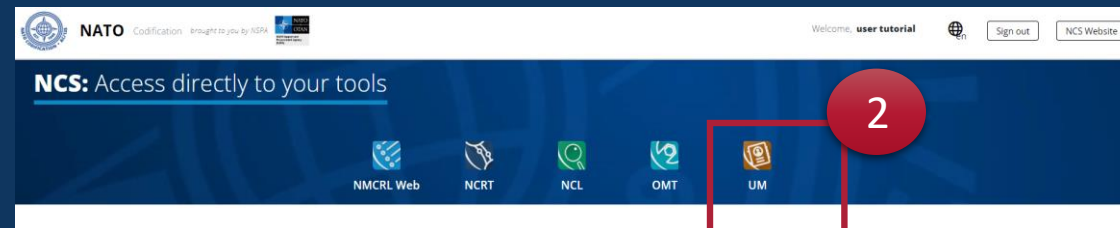
For that:

1. Access to the NCS apps home page:

   ### NSPA ePortal (nato.int)

   If you cannot see this application, this simply means that you do not have Master Administrator rights. Please contact your Master Administrator or the NMCRL Web helpdesk.
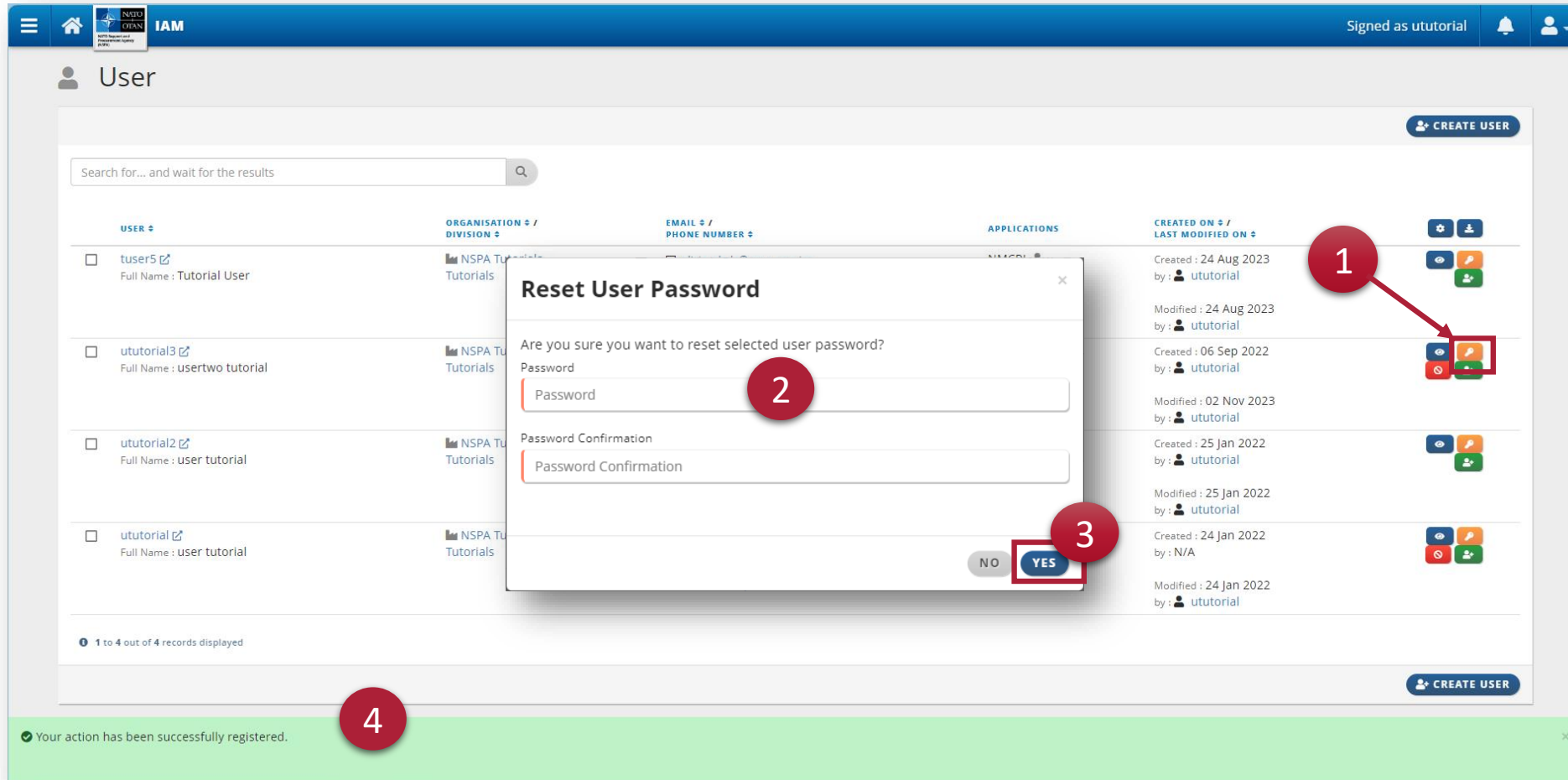
2. Click on the app "User Management"

UM
User Management

The User Management Module allows you to create or update the user within your organization.

Access UM >

1. In UM, spot the user that needs its password to be reset and click on the « key » icon.

2. Pick a new password for your user.

3. Click on Yes.

4. You will see a confirmation message at the b of the screen. **Don't forget to communicate the new password with your user.**

Still need help?

- NMCRL Tutorials in English – In French
- NMCRL FAQ in English – In French
- NMCRL HelpDesk (technical issues): nmcrl-help@nspa.nato.int
- NMCRL Subscribtion (subscriptions and renewals): nmcrl@nspa.nato.int