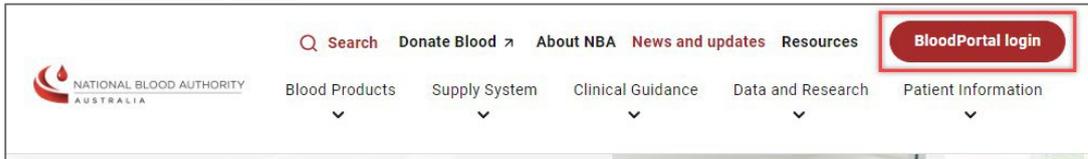


User Registration and Role Request

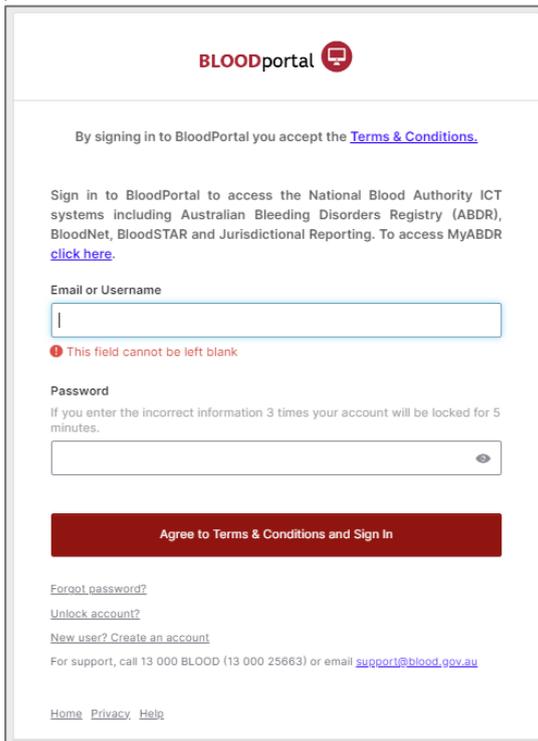
BloodSTAR User Registration is a two-part process comprised of:

- A. **BloodPortal User Registration** – Creating a single username and password for all NBA systems
- B. **BloodSTAR Role Request** – Requesting a role and location for access to your facility including the status of access requests.

1. Go to www.blood.gov.au and click on Blood Portal login in the top right corner.



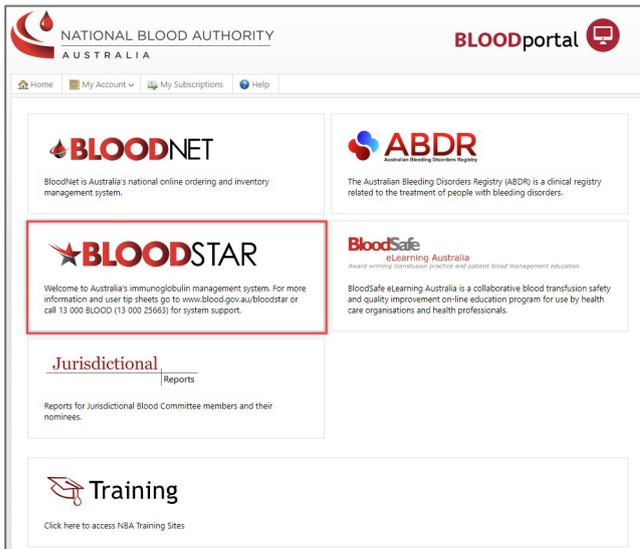
2. Login with your BloodPortal username and password. If you do not have an account already, please select the **New User? Create an account** link next to the login button.



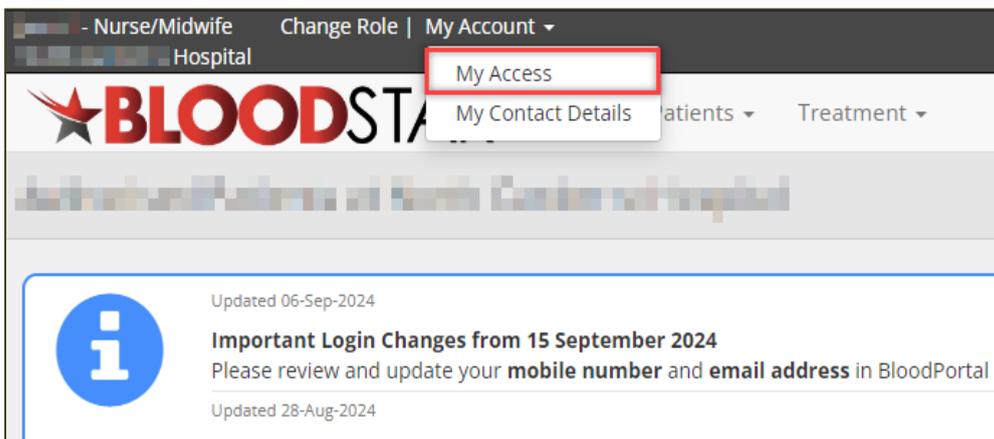
If you are creating a new account, please remember:

- You only need **one** BloodPortal account (covering all NBA systems) – if you practice in multiple locations, you can apply for access to specific applications at multiple locations using the one BloodPortal account.
- Your mobile phone number and email address are used for automated password resets and must be unique.
- If you are unable to register using your preferred email or mobile number it may be because you have an existing BloodPortal account. Please call the Support team.

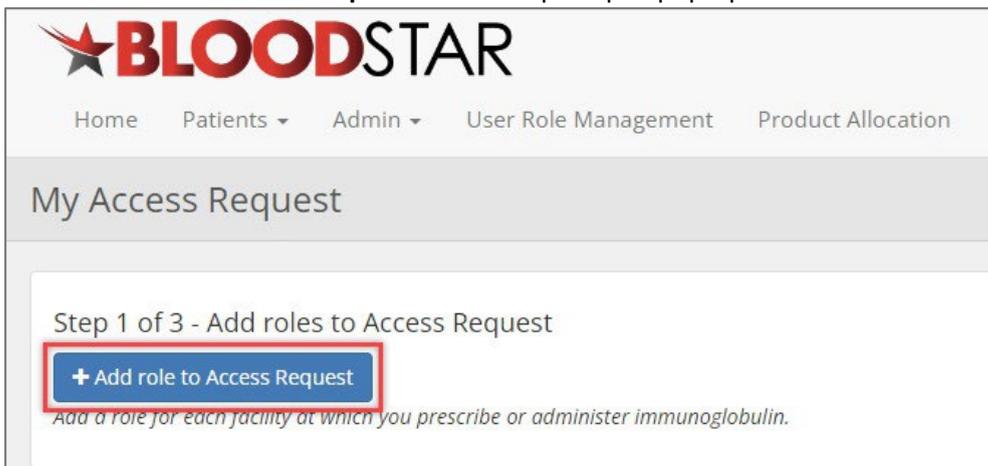
3. Click on the **BloodSTAR** tile.



4. Select the **My Account** drop down menu and select **My Access** to request additional access.



5. Select **Add role to Access Request** which will prompt a pop-up window.



 If you are a Nurse Practitioner, you can submit an access request as a Medical Officer.

6. All mandatory fields will need to be completed then select **Save**.

Please note: Once you've added your AHPRA number, BloodSTAR will confirm the details related to the number with you. If they are correct, select the checkbox confirming the AHPRA details are correct and belong to you.

Add role to Access Request

Title Mr

Given Name [Redacted]

Family Name [Redacted]

Role * Medical Officer

AHPRA Registration number * [Redacted] [Search AHPRA website](#)

Facility * [Redacted] [Cannot find facility in list](#)

Position Title * [Redacted]

Confirm AHPRA Registration Details

Full Name: [Redacted]

Specialities: Physician (General medicine), Pathology (Haematology)

Date of First Registration: [Redacted]

Place of Practice: [Redacted]

I confirm these AHPRA details are correct and belong to me. ⊗ **AHPRA details confirmation is mandatory**

Contact Details

The following contact details will be populated on authorisation requests where you are nominated as either the Treating Medical Specialist or Requesting Medical Officer. Please enter contact details that provide the best means of contact for an authoriser needing to discuss an authorisation request.

Email Address * [Redacted]

Phone * [Redacted]

Mobile [Redacted]

Fax [Redacted]

[Save](#) [Cancel](#)

7. If you work at multiple locations, select the **Add role to Access Request** to submit another access request prior to submission. If you do not work at multiple locations, proceed to the next step.

My Access Request

Step 1 of 3 - Add roles to Access Request

+ Add role to Access Request

Add a role for each facility at which you prescribe or administer immunoglobulin.

Role	Facility	
Medical Officer	[Redacted]	Remove

- You *must read and accept* the BloodSTAR terms and conditions before the access request can be submitted. Once read and accepted, select **Submit**.

Step 2 of 3 - BloodSTAR User Terms and Conditions

- The BloodSTAR User Terms and Conditions are important to ensure that information in BloodSTAR is submitted correctly, that users accessing BloodSTAR are authorised and that BloodSTAR information is not used or disclosed for unauthorised purposes.
- In completing this form you agree to comply with the BloodSTAR User Terms and Conditions. Each time you log on you will also acknowledge obligation to comply with the Terms and Conditions.
- Failure to comply with applicable BloodSTAR User Terms and Conditions may lead to user status being withdrawn or other consequences.

[Click here to read and accept user terms and conditions.](#)

The BloodSTAR User Terms and Conditions must be read and accepted before the Access Request can be submitted.

Step 3 of 3 - Submit Access Request

[Submit](#)

This Access Request must be submitted before it is sent for approval.

- A green notification will show at the top of the Access Request History page to advise the access request/s has been submitted and pending the approval of your Facility Administrator (staff at your facility). You will receive an email when your request has been approved.

Access Request History

Your user access request(s) have been submitted to the facility administrator for approval. You will receive an email when your request has been approved. x

Request Date	Role	Facility	Status	NSW Access Request Form
06-Aug-2024	Medical Officer	NSW Health Facility	Approved	
06-Aug-2024	Nurse/Midwife	NSW Health Facility	Approved	
08-Aug-2024	Medical Officer	NSW Health Facility	Pending	

- The Access Request History page will have a table of your access request history and the status for each request with notes.

Please note: When a user’s AHPRA registration status changes to **unregistered**, the system will automatically deactivate the user’s roles.
 For any AHPRA queries, please contact AHPRA on 1300 419 495.

Access History

Role Description	Status	Position	Facility	Notes
Medical Officer	Inactive	Haematologist	NSW Health Facility	Deactivated due to AHPRA registration change. Contact AHPRA for further details.
Medical Officer	Inactive	Haematologist	NSW Health Facility	Deactivated due to AHPRA registration change. Contact AHPRA for further details.
Medical Officer	Inactive		NSW Health Facility	

If you are unable to follow up your request with your Facility Administrator, please call Support on 13 000 BLOOD (13 000 25663) for assistance with this process.