

Reviewing BloodSTAR User Access Requests

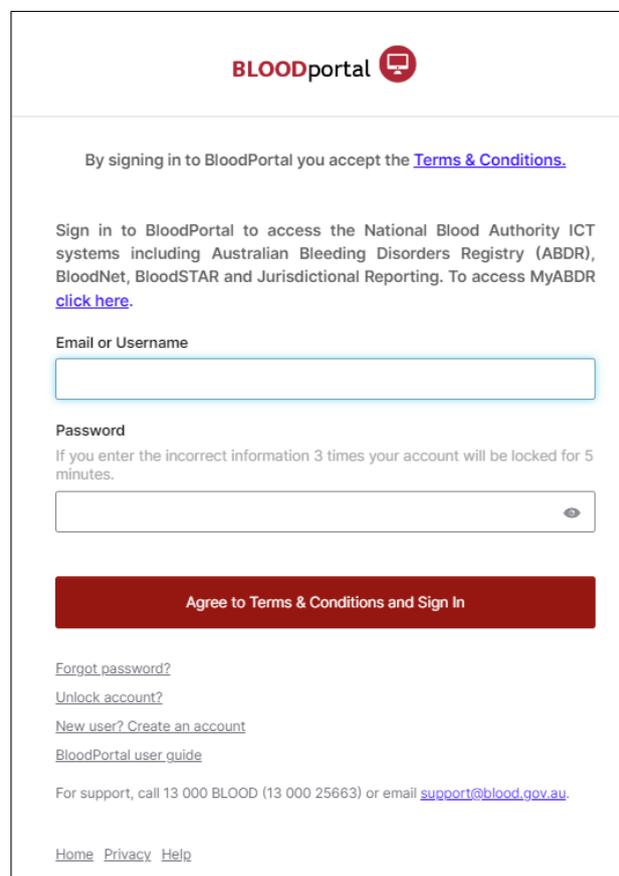
Facility Administrator role

BloodSTAR Facility Administrators are designated staff members within a hospital/facility with the authority to approve BloodSTAR access requests for the hospital's Medical Officers and Nurses.

What is the Facility Administrators role?

- Verify that Medical Officers and Nurses are employed or practice within their facility.
- Confirm that the user holds a suitable position for the role that has been requested.

1. Go to <https://portal.blood.gov.au/> and Login with your BloodPortal Username and Password. Alternatively go to www.blood.gov.au and click on 'Blood Portal'.



The screenshot shows the BloodPortal login interface. At the top, it says "BLOODportal" with a computer icon. Below that, a link for "Terms & Conditions" is provided. The main text explains that signing in grants access to various National Blood Authority ICT systems. There are two input fields: "Email or Username" and "Password". A warning message states that the account will be locked for 5 minutes after three incorrect password attempts. A large red button labeled "Agree to Terms & Conditions and Sign In" is positioned below the password field. At the bottom, there are links for "Forgot password?", "Unlock account?", "New user? Create an account", and "BloodPortal user guide". Support contact information is also provided: "For support, call 13 000 BLOOD (13 000 25663) or email support@blood.gov.au". Footer links for "Home", "Privacy", and "Help" are at the very bottom.

2. If you have access to multiple roles in BloodSTAR ensure you are logged in with your Facility Administrator role. Your role will be displayed at the top of the screen next to your name. If you need to change roles click on **Change Role** at the top of your screen.

3. From the Facility Administrator home page click on **User Access Requests**.

BLOODSTAR Home User Role Management **User Access Requests (1)** Reports BloodSTAR Messages

Facility Administrator - Home

Important Login Changes from 15 September 2024 [Read more](#)

Updated 06-Sep-2024
Please review and update your **mobile number** and **email address** in BloodPortal before 15 September 2024. This is

BloodSTAR Facility Preference Function Currently Overridden [Read more](#)

Updated 28-Aug-2024
The functionality in BloodSTAR for facilities to select a preferred immunoglobulin product *cannot be supported at this time and will be overridden by the system*. Dispensers are

Upcoming Security Changes for Blood Sector Systems [Read more](#)

Added 08-Aug-2024
As part of the National Blood Authority's commitment to the security and safety of the Blood Sector Systems (BloodPortal,

REMINDER: Gamunex 10% 40g/400mL vial size is now available for ordering [Read more](#)

Added 05-Jun-2024
The National Blood Authority (NBA) had agreed arrangements with Grifols Australia Pty Ltd for the addition of a Gamunex 10% 40g/400mL vial size under the

Gamunex 10% 40g/400mL vial size now available [Read more](#)

Added 15-Apr-2024
Gamunex 10% 40g/400mL intravenous immunoglobulin (IVIg) product supplied by Grifols is now available as of **15 April**

Updates to Immunoglobulin (Ig) Criteria [Read more](#)

Updated 29-Feb-2024
The *Criteria for the Clinical Use of Immunoglobulin in Australia* (the Criteria) were updated on 29 February 2024 for the following conditions:

! TRANSITION OF AUSTRALIA'S DOMESTIC PLASMA PRODUCTS: What you need to do to start preparing [Read more](#)

Updated 28-Feb-2023
On 19 May 2022 the National Blood Authority announced that five of Australia's domestic plasma products will be changing from early

[My Facility](#)

View and update details about your facility.
Set product preferences for your facility

4. You will see a list of pending access requests at your facility. Click on **Approve/Reject** to review the User Access Request.

BLOODSTAR Home User Role Management User Access Requests (1) Reports BloodSTAR Messages

User Access Requests

User Name Name Facility Role Status

Pending

Requested Date ↑	User Name	Name	Role	Status	
06-Nov-2024			Nurse/Midwife	Pending	Approve/Reject

1 10 items per page 1 - 1 of 1 items

5. Verify that the user is employed or practices within the facility.

6. Confirm that the user holds a suitable position and registration for the requested role.

 Nurses that have a AHPRA endorsement as an advanced practitioner can request access for the Medical Officer role.

User Name		Work Number	
Name		Mobile Number	0
Email Address			

Requested role

Facility Name		Phone	
Role		Mobile	
Position Title		Fax	
Email Address			

Registration check

Retrieved		AHPRA Status	Meets registration requirements
Name		Nurse Practitioner	
AHPRA Registration number			
Profession			
State			
Check result			

Decision *

7. Complete the Approval Declaration to **Approve** or **Reject** as appropriate and then click the **Save** button at the bottom right of your screen.