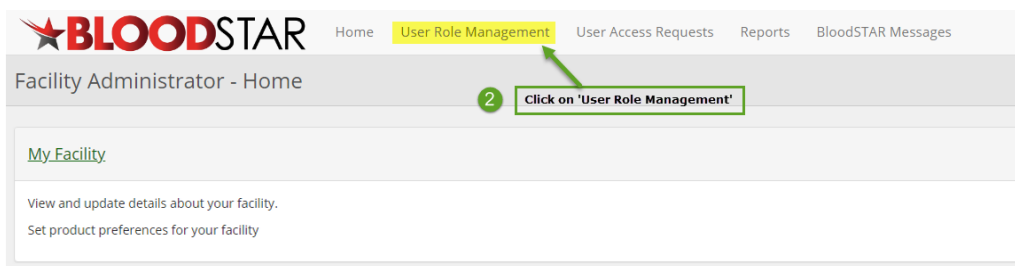


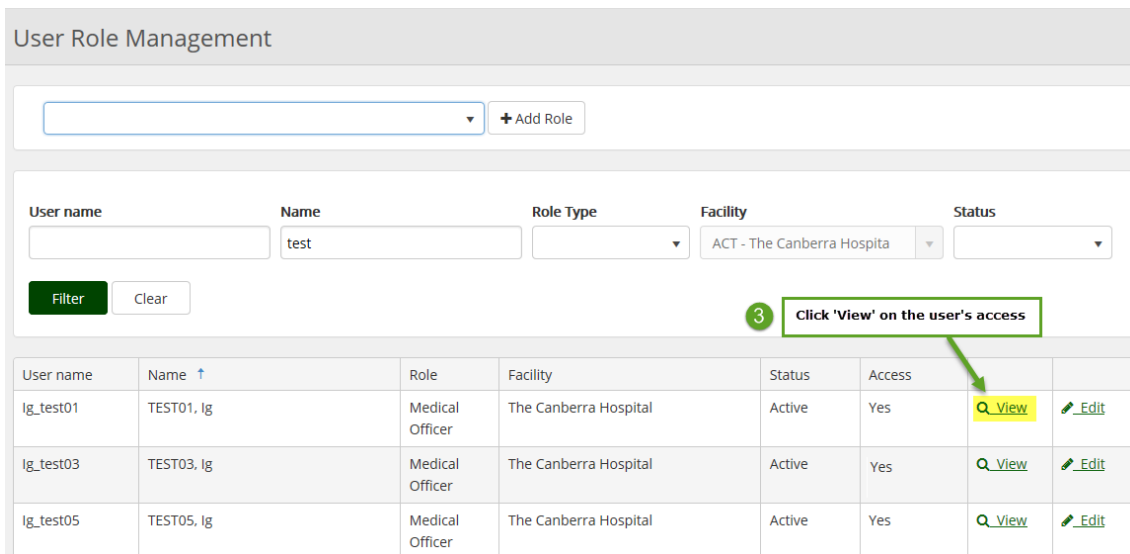
### Deactivating or Editing a User's Access Details in BloodSTAR

#### How to deactivate a user's access to your facility

1. Go to <https://www.bloodstar.blood.gov.au/> and Login with your BloodPortal Username and Password.
2. Click on 'User Role Management'.



3. Under the 'User Role Management' page filter to find the person you would like to deactivate and click 'View' next to the user's access.



4. Click 'Deactivate'

#### Support

phone: 13 000 BLOOD (13 000 25663)

email: [support@blood.gov.au](mailto:support@blood.gov.au)

fax: 02 6151 5210

# BLOODSTAR

5. Enter in a deactivation reason and click "Save"

Deactivate Ig TEST01 - The Canberra Hospital

Please enter a deactivation reason

Reason

5 Provide a reason for deactivation and click 'Save' → Save Cancel

## How to edit a user's access details

1. Under the 'User Role Management' page filter to find the person you would like to view.
2. To edit the user's position title, email or phone number click on 'Edit' next to the user's access.

User Role Management

+ Add Role

User name:  Name:  Role Type:  Facility:  Status:

Filter Clear

2 Click 'Edit' on the user's access

User name	Name ↑	Role	Facility	Status	Access	
lg_test01	TEST01, lg	Medical Officer	The Canberra Hospital	Active	Yes	<a href="#">View</a> <a href="#">Edit</a>
lg_test03	TEST03, lg	Medical Officer	The Canberra Hospital	Active	Yes	<a href="#">View</a> <a href="#">Edit</a>

3. Edit the relevant details and click 'Save' to finalise.

Update Contact Details - Ig TEST01 (lg\_test01)

Enter the updated contact details at each of the facilities

Medical Officer at The Canberra Hospital  Primary Role

Position Title \*  Phone \*

Email \*  Mobile

Fax

3 Edit the required details and click 'Save' → Save

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