

Providing Access to Facility Administrators in BloodSTAR

BloodSTAR Facility Administrators are designated staff members within each facility who approve BloodSTAR access requests for Medical Officers and Nurses.

What is the Facility Administrators main role?

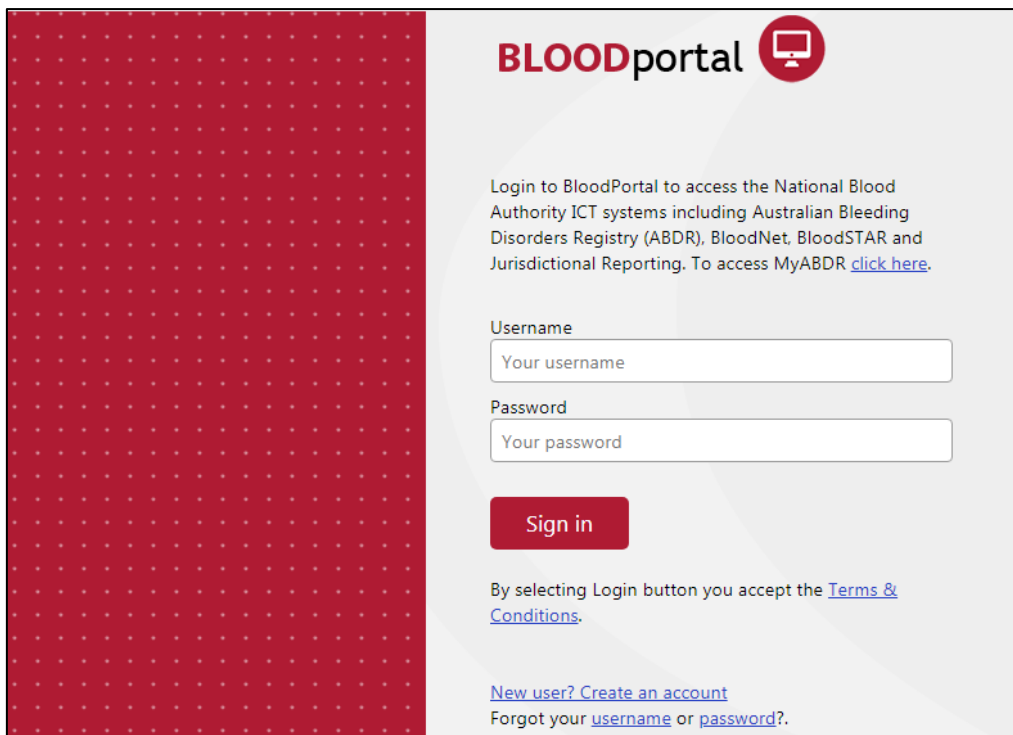
- Approve access requests for Medical Officers and Nurses at your facility.
- Review and reject access for those who are no longer undertaking the Authorisation role.

Important Point: Before being able to grant any access a facility administrator must first collect the following details from the user;

- a. the user's BloodPortal username,
- b. the user's position title, and
- c. the user's best phone number.

How to provide access to other Facility Administrators:

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



BLOODportal

Login to BloodPortal to access the National Blood Authority ICT systems including Australian Bleeding Disorders Registry (ABDR), BloodNet, BloodSTAR and Jurisdictional Reporting. To access MyABDR [click here](#).

Username
Your username

Password
Your password

Sign in

By selecting Login button you accept the [Terms & Conditions](#).

[New user? Create an account](#)
Forgot your [username](#) or [password](#)?

2. You should be taken directly into BloodSTAR. If you are taken to the BloodPortal home page click on the BloodSTAR tile to log into BloodSTAR,
3. Click on **Change Role** at the top of the page and then click on the **Select** link on the left of your screen for the facility administrator role at the relevant facility to enter the system as that role.

Support

phone: 13 000 BLOOD (13 000 25663)
email: support@blood.gov.au
fax: 02 6151 5210

BLOODSTAR

Welcome Daniel Mamic [Change Role] 1 My Account ▾ BloodPortal | Logout

BLOODSTAR

Home

Select a Role/Facility

Role	Facility
Select ▾ Medical Officer	Royal Perth Hospital
Select ▾ 2 Facility Administrator	Royal Perth Hospital

Please note: you must select the facility where you wish to add the new facility administrator.

4. Click on **User Role Management** at the top of the screen.

Welcome Daniel Mamic - Facility Administrator @ Royal Perth Hospital [Change Role] My Account ▾ BloodPortal | Logout

BLOODSTAR

Home **User Role Management** User Access Requests (4) Reports BloodSTAR Messages (21)

Facility Administrator - Home

[My Facility](#)

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

[User Role Management](#)

Manage users registered to use BloodSTAR at your facility

[User Access Requests](#)

View and approve or reject user access requests at your facility.
There are currently 4 requests pending approval.

5. From the User Role Management page select the **Facility Administrator** role from the drop down list and click **Add Role**.

User Role Management

Facility Administrator ▾ + Add Role 2

Facility Administrator

User name	Name	Role Type	Facility	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	WA - Royal Perth Hospital ▾	<input type="text"/>

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6. Enter the user's BloodPortal user name in the appropriate field and click **Find**. The system will locate the user's details and display them on your screen.

Add Authoriser Role

BloodPortal user name *

Facility *

Position Title *

Phone *

Please check that the user details below are for the person to whom you wish to give Authoriser privileges.

Title	
Given Name	Jane
Family Name	Citizen
Email Address	tester@blood.gov.au
Work Number	02 6251 1234
Mobile Number	041 000 0463

7. Check the returned information is correct, add in the user's position title, and check their contact number is correct from their returned BloodPortal registration details.
8. Click the **Save** button and the user will be granted access to your site as a facility administrator. The user will receive an email notification to let them know they have been granted access.

Deactivate Access for an active user:

1. On the **User Role Management** page use the search options at the top of the screen to locate the user record you would like to view.
2. To deactivate the user click on **View** next to the user's name. You will be taken to the **View user role page**. Click the **Deactivate** button at the bottom right of the screen.

Editing user contact details:

1. On the **User Role Management** page use the search options at the top of the screen to locate the record you would like to edit.
2. Click the **Edit** link on the right of your screen.
3. Adjust the user's contact details as necessary and click **Save**.

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