

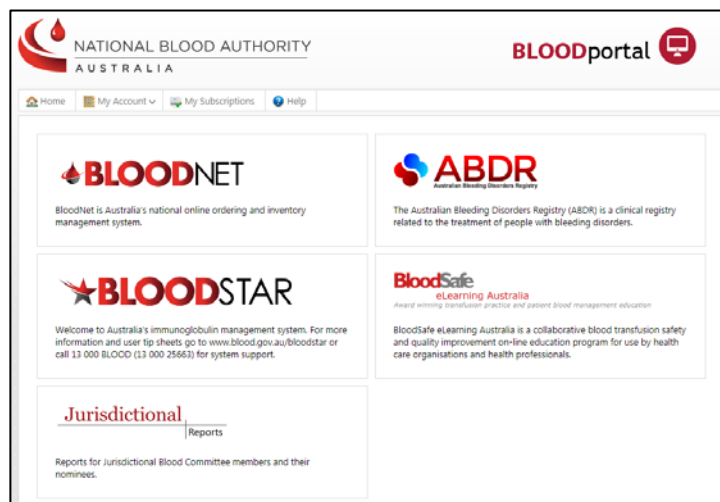
New User - Creating a BloodPortal account

Purpose

This tip sheet is designed for people who wish to access the National Blood Authority (NBA) BloodPortal.

Users can create a single username and password to access:

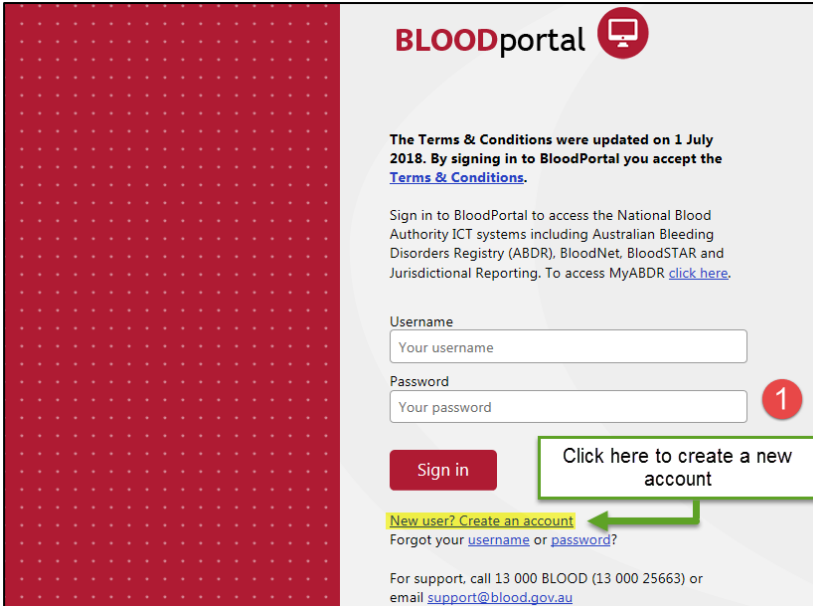
- **Blood Sector Systems** home menu (BloodSTAR, BloodNet and ABDR)
- **NBA subscriptions** (Australian blood sector newsletters and updates)



If you have forgot your username or require a password reset please click on the **Forgot your username or password?** link on the BloodPortal log in page. If you require access to an existing account please call NBA Support on 13 000 BLOOD (1300 025 663) or email support@blood.gov.au.

Step 1

Navigate in a web browser to <https://portal.blood.gov.au> and click on *New User? Create an account* as highlighted below.



The screenshot shows the login page with the following elements:

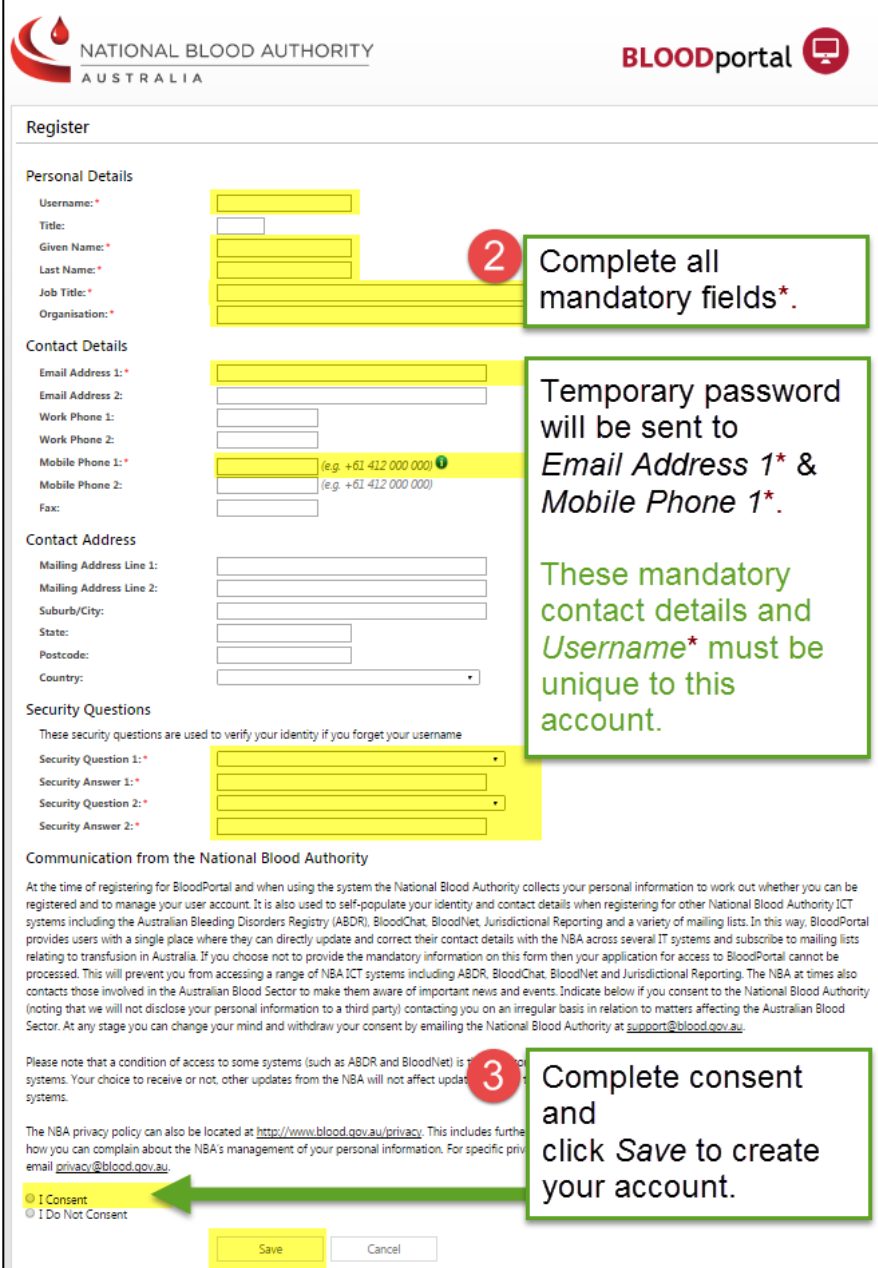
- BLOODportal** logo at the top right.
- Notification: **The Terms & Conditions were updated on 1 July 2018. By signing in to BloodPortal you accept the Terms & Conditions.** (with a link to Terms & Conditions)
- Text: Sign in to BloodPortal to access the National Blood Authority ICT systems including Australian Bleeding Disorders Registry (ABDR), BloodNet, BloodSTAR and Jurisdictional Reporting. To access MyABDR [click here](#).
- Username field: Your username
- Password field: Your password (with a red circle containing the number 1 next to it)
- Sign in** button
- Click here to create a new account** button (highlighted with a green box and a red circle containing the number 1)
- [New user? Create an account](#) link (with a green arrow pointing to it)
- Forgot your [username](#) or [password?](#) link
- Support information: For support, call 13 000 BLOOD (13 000 25663) or email support@blood.gov.au

13 000 BLOOD (13 000 25663)
support@blood.gov.au

Step 2

Complete all mandatory fields - marked with a red asterisk*.

Please Note: All users are required to create their own account to access Blood Sector Systems. The temporary password for your new account will be sent to your nominated email address and mobile phone number. These mandatory contact details and your username must be unique to this account.



The screenshot shows the 'Register' page of the BloodPortal system. The form is divided into several sections: Personal Details, Contact Details, Contact Address, Security Questions, and Communication from the National Blood Authority. Annotations include:

- Annotation 1:** A red circle with the number '1' points to the 'Username*' field in the Personal Details section.
- Annotation 2:** A red circle with the number '2' points to the 'Given Name*', 'Last Name*', and 'Organisation*' fields in the Personal Details section.
- Annotation 3:** A red circle with the number '3' points to the 'I Consent' radio button in the Communication section.

Three green callout boxes provide additional instructions:

- Box 1:** 'Complete all mandatory fields*.'
- Box 2:** 'Temporary password will be sent to Email Address 1* & Mobile Phone 1*.'
- Box 3:** 'These mandatory contact details and Username* must be unique to this account.'

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted in yellow.

Support

phone: 13 000 BLOOD (13 000 25663)

email: support@blood.gov.au

fax: 02 6103 3840

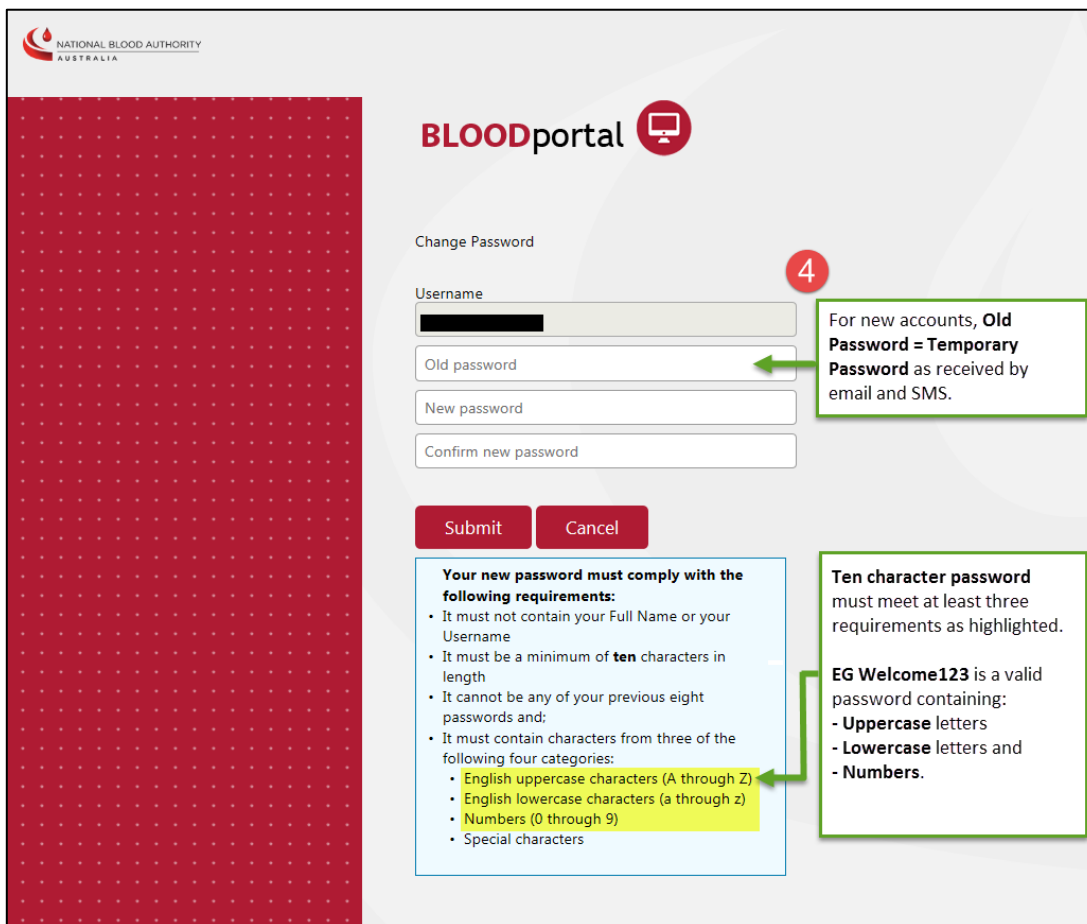
Step 3

Complete consent and click *Save* to continue.

Step 4

If Step 3 is successful you will be taken to the *Account Registered* screen, indicating that your account has been registered. A temporary password will be sent to your nominated email address and mobile phone number within 30 seconds.

The first time you login with your *Username* and *Temporary Password*, you will be prompted to create a new password. **Click the link on the screen or login at <https://portal.blood.gov.au> and change your password.**



The screenshot shows the 'Change Password' form on the BLOODportal website. The form includes fields for Username, Old password, New password, and Confirm new password. A red circle with the number '4' is positioned above the Old password field, with an arrow pointing to it. A green box next to it contains the text: 'For new accounts, **Old Password = Temporary Password** as received by email and SMS.' Below the form are 'Submit' and 'Cancel' buttons. A blue box on the left lists password requirements, with a yellow highlight on the categories: English uppercase characters (A through Z), English lowercase characters (a through z), Numbers (0 through 9), and Special characters. A green box on the right states: 'Ten character password must meet at least three requirements as highlighted. EG Welcome123 is a valid password containing: - **Uppercase** letters - **Lowercase** letters and - **Numbers**.'

Change Password

Username
Old password
New password
Confirm new password

Submit Cancel

Your new password must comply with the following requirements:

- It must not contain your Full Name or your Username
- It must be a minimum of **ten** characters in length
- It cannot be any of your previous eight passwords and;
- It must contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Numbers (0 through 9)
 - Special characters

Ten character password must meet at least three requirements as highlighted.

EG Welcome123 is a valid password containing:

- **Uppercase** letters
- **Lowercase** letters and
- **Numbers**.

Support

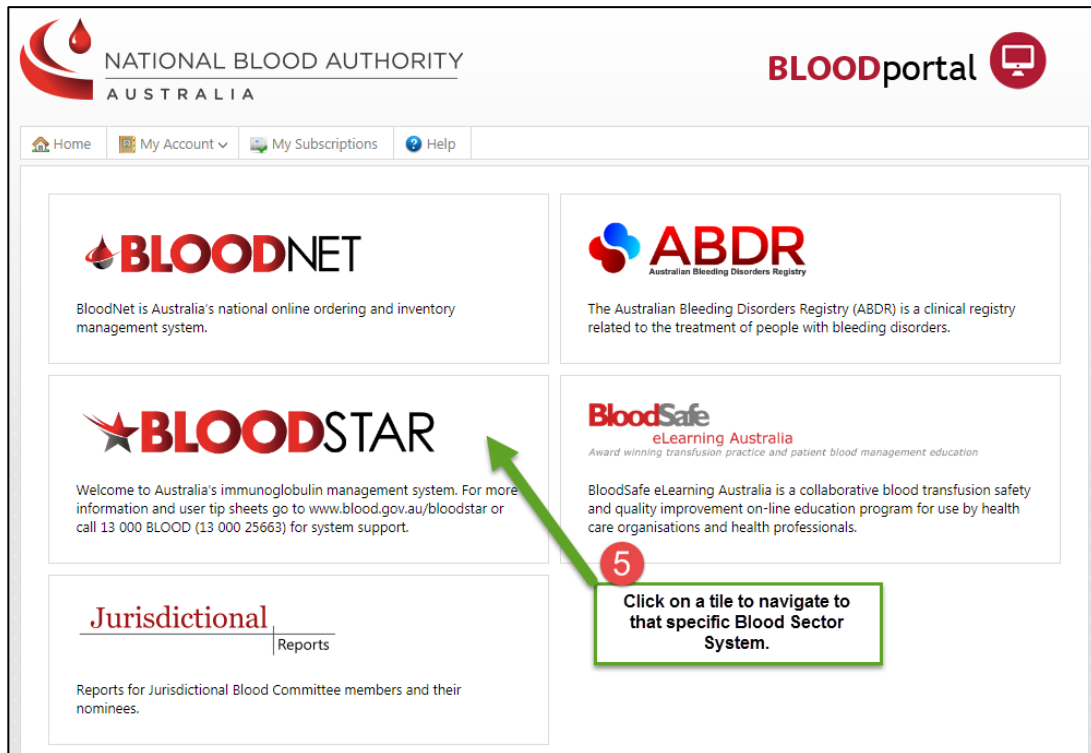
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Step 5

You will now be taken to the Blood Sector Systems home page. To access a Blood Sector System, click on the appropriate tile and follow the prompts to complete an access request.



The screenshot shows the BLOODportal home page for the National Blood Authority Australia. The page features a navigation bar with links for Home, My Account, My Subscriptions, and Help. Below the navigation bar, there are four main tiles representing different systems:

- BLOODNET**: BloodNet is Australia's national online ordering and inventory management system.
- ABDR** (Australian Bleeding Disorders Registry): The Australian Bleeding Disorders Registry (ABDR) is a clinical registry related to the treatment of people with bleeding disorders.
- BLOODSTAR**: Welcome to Australia's immunoglobulin management system. For more information and user tip sheets go to www.blood.gov.au/bloodstar or call 13 000 BLOOD (13 000 25663) for system support.
- BloodSafe eLearning Australia**: Award winning transfusion practice and patient blood management education. BloodSafe eLearning Australia is a collaborative blood transfusion safety and quality improvement on-line education program for use by health care organisations and health professionals.

At the bottom left, there is a section for **Jurisdictional Reports**, with a sub-link for Reports. Reports for Jurisdictional Blood Committee members and their nominees.

A green arrow points from a callout box to the BLOODSTAR tile. The callout box contains the number 5 and the text: **Click on a tile to navigate to that specific Blood Sector System.**

You may also wish to review the user support materials for the systems you use. Support material can be located on the NBA website: <https://www.blood.gov.au/blood-systems>

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