

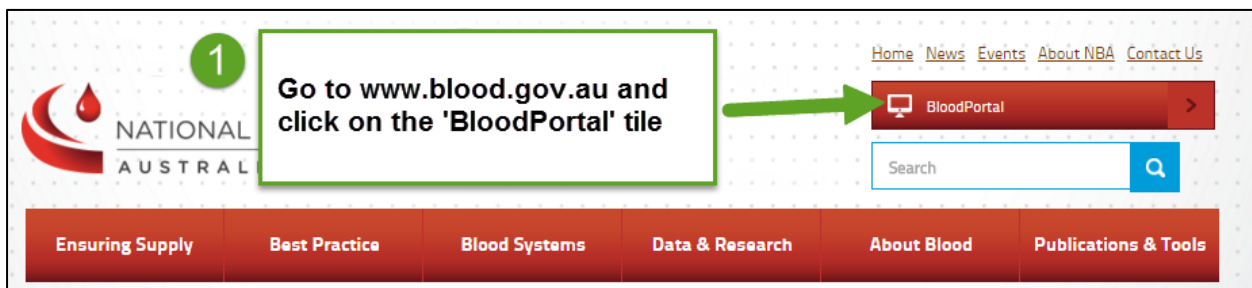
User Registration and Role Request

BloodSTAR User Registration is a two part process comprised of:

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

If you require your login credentials for an existing BloodPortal account please click [Forgot Username?](#), [Forgot password?](#), or contact NBA Support.

1. Go to www.blood.gov.au and click on 'Blood Portal'. You may wish to bookmark this page.



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.

The screenshot shows the BloodPortal login page. The page header includes the National Blood Authority Australia logo and the 'BLOODportal' logo. The main heading is 'Login'. Below the heading, there is a paragraph of text: 'Login to BloodPortal to access the National Blood Authority ICT systems including Australian Bleeding Disorders Registry (ABDR), BloodNet, BloodChat and Jurisdictional Reporting. To access MyABDR [click here](#).' The login form consists of two input fields: 'Username:' with the value 'CitizenJohn' and a 'Forgot username?' link, and 'Password:' with a masked password and a 'Forgot password?' link. Below the input fields is a 'Login' button and a link for 'New user? Create an account'. At the bottom of the form, there is a note: 'By selecting Login button you accept the [Terms & Conditions](#).'

Support

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

BLOODSTAR

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 Support for a password reset

3. Click on the BloodSTAR tile.

The screenshot shows the National Blood Authority Australia website. The header includes the logo and navigation links: Home, My Account, My Subscriptions, and Help. The main content area features four tiles: BLOODNET, ABDR (Australian Bleeding Disorders Registry), BLOODSTAR, and BloodSafe eLearning Australia. A green callout box with the number 3 and the text "Click on the BloodSTAR tile" points to the BLOODSTAR tile. The BLOODSTAR tile text reads: "Australia's immunoglobulin management system. User registration is NOW OPEN. Please ensure you register before your State/Territory go live date. More information available at www.blood.gov.au/bloodstar."

4. Request Additional Access in the My Account drop-down menu.

The screenshot shows the BloodSTAR user interface. The top navigation bar includes "Welcome John Citizen [Change Role]", "My Account" (with a dropdown arrow), and "Logout". The "My Account" dropdown menu is open, showing "Request Additional Access" (highlighted with a yellow background and a green arrow) and "Access Request History". Below the navigation bar, the "My Access Request" section contains a message: "Your personal details are read only and have been forwarded from your BloodPortal account. If these details are not correct, please arrange to update your BloodPortal account before submitting a registration form." The "User Details" section lists the following information:

Given Name	John
Family Name	Citizen
Email Address	john.citizen2@blood.gov.au
Work Number	
Username	CitizenJohn

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5. Click 'Add role to Access Request', complete all mandatory fields* and click 'Save'.

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.

Title	Dr
Given Name	John
Family Name	Citizen

Role *	Medical Officer	
AHPRA Registration number *	MED0000946115	Search AHPRA website
Facility *	TAS - Royal Hobart Hospital	Cannot find facility in list
Position Title *	RMO	

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 *	john.citizen2@blood.gov.au
Phone *	0402 000 111
Mobile	
Fax	

5 Complete all mandatory fields and click 'Save'.

Save Cancel

Important Note for users who work at multiple locations:

- If you work at more than one facility, you can repeat the above steps to add additional role/locations prior to submission.

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6. Click the green buttons to read and accept the terms and conditions, and click '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.

BloodSTAR User Terms and Conditions

1. These user terms and conditions are directed at ensuring user validity, access security, data reliability and proper use. Compliance with these terms and conditions is essential to maintaining the integrity and utility of BloodSTAR and the privacy of patients and other individuals whose information is stored in that system.
2. These terms and conditions also provide you with information about how the National Blood Authority (NBA) will manage your personal information stored in this system. The full NBA privacy policy can be located at www.blood.gov.au/privacy. This includes information on how you can complain about the NBA's management of your personal information. For specific privacy questions email privacy@blood.gov.au.
3. BloodSTAR Access Request Form requires you to specify one or more roles, which define your BloodSTAR user category. You must promptly notify the NBA (by email to support@blood.gov.au) of any changes to the roles you have specified on that form.
4. As a BloodSTAR user you will be allocated with a unique username and password to log on to the system. You must keep these logon details secure and not disclose them to any other person (other than to authorised BloodSTAR support personnel for proper system or user administration purposes) at any time.
5. Each category of BloodSTAR user is authorised to access and use BloodSTAR for certain specified purposes only. You must not access or use BloodSTAR data for any purpose except the purposes to which you are authorised and which are required by your job.
6. As a BloodSTAR user, you are required to comply with these terms and conditions, any instructions issued for the proper use of BloodSTAR, procedures associated with the use of BloodSTAR, and any protocols relating to the collection, use, disclosure and protection of patient personal information notified to you by the NBA at any time. In particular, you must comply with requirements (as applicable) to:
 - correct entry of data;
 - take all reasonable steps to ensure that a patient record is not duplicated where a record already exists about that individual;
 - notification of apparent BloodSTAR problems to support@blood.gov.au;
 - auditing of the collection, use or disclosure of information collected in BloodSTAR, conducted by or on behalf of the NBA; and
 - ensuring data security when providing patients with access, upon request, to their personal information for data correction purposes.
7. If you fail to comply then your access to BloodSTAR may be revoked and your supervisor will be notified.
8. The personal information you are required to complete on BloodSTAR User Access Request Form is collected by the NBA for the purpose of assessing and approving your user status and ongoing management of your BloodSTAR user account. As a user of BloodSTAR you will receive regular updates about BloodSTAR to ensure you are kept up to date on the correct operation of the system, any changes or outages that may impact on your use of BloodSTAR. BloodSTAR includes an inbuilt audit log which records when a user logs on, and views or changes to data. This assists validation of changes when accuracy is disputed and enables monitoring of appropriateness of access and use. As your personal information will be managed in accordance with the [Privacy Act 1988](#) it will not be provided to any other person or for any other purpose without your consent (unless authorised by that Act).
9. The information you provide in your BloodSTAR User Access Request Form, and any information you subsequently provide concerning your BloodSTAR user status, must be true and correct to the best of your knowledge at the time the information is provided. The giving of false and misleading information to a Commonwealth entity such as the NBA is a serious offence under Division 137.1 of the [Criminal Code 1995](#) (Cth).

Step 3 of 3 - Submit Access Request

6

Read and accept the user terms and conditions and click 'Submit'.

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

7. The Access Request is now complete pending the approval of your Facility Administrator. You will receive an email when your request has been approved.

Access Request History



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

Request Date	Role	Facility	Status
18-Mar-2016	Medical Officer	Royal Hobart Hospital	Pending

7

Note: 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.

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