



# BloodPortal User Manual

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## **BLOODportal**

Blood Sector Systems is accessed through BLOODportal – the central gateway to the National Blood Authority (NBA) systems. It allows users of the National Blood Authority (NBA) systems to:

- Have one single username and password to access all the Blood Sector Systems (BSS).
- Subscribe to mailing lists relating to transfusion in Australia.







## **Multi Factor Authentication (MFA)**

Multi Factor Authentication has been introduced to login to the Blood Sector Systems. All users are required to enter their username and password and then provide authentication by:

- Email (receive a code)
- Okta Verify App (receive a code)
- Okta Verify App (push notification)
- Phone (receive a code)

The mobile number and email used for authentication is the same as the one used for your account.

The Okta Verify Authentication App can be downloaded from the <u>Google Play Store</u> or <u>Apple Store</u>. The app must be linked to your account using the QR code.

## 1 First Login with MFA

Perform the following procedure If you are an existing user:

Steps	Actions			
1.	Navigate to <u>https://portal.blood.gov.au</u> if not already there. Enter your <b>Username</b> and <b>Password</b> and select <b>Sign in.</b> <b>Result</b> : Verify with your email pop-up window appears.			
2.	Enter the 6-digit verification code you have received on your registered <b>email</b> and select <b>Verify</b> .			
	BLOODportal 😔			
Verify with your email				
	8			
	We sent an email to <b>.com</b> . Enter the verification code in the text box.			
	Enter Code			
	Verify			
	Verify with something else			
	Back to sign in			
	Result: A Set up security methods pop-up window will appear.			

support@blood.gov.au

Steps	Actions			
3.	To set up security methods via phone (if already not set up), select the <b>Set up</b> button.			
	BLOODportal 모			
	Set up security methods			
	(8) .gov.au			
	Security methods help protect your account by ensuring only you have access.			
	Set up optional			
	Phone     Verify with a code sent to your phone     Used for access     Set up			
	Continue			
	Back to sign in			
	<b>Result</b> : Set up Phone authentication pop-up window will appear.			





Steps	Actions
4.	Enter your phone number and click on <b>Receive a code via SMS</b> to receive a 6-digit verification code.
	BLOODportal 모
	Set up phone authentication
	8
	Enter your phone number to receive a verification code via SMS.
	Country/region
	Australia
	Phone number
	+61
	Receive a code via SMS
	Return to authenticator list
	Back to sign in
	If you haven't received an SMS within 10 minutes, click <b>Send again.</b>
5.	Enter the code you have received on your phone and click Verify.



Steps	Actions	
	BLOODportal 😨	
	Set up phone authentication	
	Haven't received an SMS? Send     again	
	A code was sent to your phone . Enter the code below to verify. Carrier messaging charges may apply	
	Enter Code	
	Verify	
	<u>Return to authenticator list</u> <u>Back to sign in</u>	



Steps	Actions
6.	If you would like to set up <b>Okta Verify</b> as an alternative security method, please proceed to <u>Heading 5: Setting up Okta Verify on mobile app</u> otherwise, click <b>Continue.</b>
	BLOODportal 모
	Set up security methods
	8
	Security methods help protect your account by ensuring only you have access.
	Set up optional
	Okta Verify Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity Used for access Set up
	Continue Back to sign in
	<ul> <li>Enabling Push Notifications is recommended to reduce time taken to login using the Okta app.</li> <li>Using push notification is the quickest way to get into the account and user does not require to add a verification code.</li> </ul>
7.	Security methods set up is now complete. User can now select one of the <b>following Multi</b> <b>Factor Authentication</b> options to login into their BloodPortal account.



Steps	Actions
	BLOODportal 모
	Verify it's you with a security method
	8
	Select from the following options
	Email Select
	Enter a code     Select       Okta Verify     Select
	Get a push notification Okta Verify Select
	Phone     Select       +61 XXX XXX     Select
	Back to sign in
	<b>Result</b> : User can now access <b>Blood Sector System</b> (BSS) Homepage and navigate to the system required.



## **1.1 On-going Login Process**

Perform the following procedure if you are an **existing user**:

Steps	Actions		
1.	Navigate to <u>https://portal.blood.gov.au</u> if not already there. Enter your <b>Username</b> and <b>Password</b> and select <b>Sign in.</b> <b>Result</b> : Verification security methods pop-up window appears.		
2.	After the first login and selection of a verification method, future logins will remember and use the chosen method until the user changes to Verify with something else.		
	<ul> <li>Push notification sent</li> <li>Send push automatically</li> <li>Verify with something else</li> <li>Back to sign in</li> </ul>		
3.	User will receive a Time Sensitive notification on their mobile. TIME SENSITIVE now Did You Just Try to Sign In to BloodPo Near Canberra, Australian Capital Territory, Australia		

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Steps	Actions	
4.	Click <b>Yes, it's me</b> .	
	2:15	2:15
	BLOOD ports	Sign-in Notification Tips
		Verify Push Notifications Without Opening the App
	Did You Just Try to Sign In? MyABDR	
	✓ Near Australia More Info	If your screen is unlocked 1. Touch and hold, or swipe down on the notification
	🖵 Windows 10	(on supported devices). 2. Tap the approve option.
	O Just now	From the lockscreen
	ttps://authenticate.blood.gov.au	<ol> <li>Touch and hold the notification.</li> <li>Tap the approve option.</li> </ol>
		Learn More
	Yes, it's Me No, it's Not Me	Successfully responded to push authentication request
	<b>Result</b> : You can now access <b>Blood Sector Syste</b> you require.	<b>m</b> (BSS) Homepage and navigate to the system





Steps	Actions
5.	You will receive an alert notification sent automatically to your email to confirm you are attempting to sign on. If this is not you, click on <b>Report Suspicious Activity</b> .
	New sign-on notification
	Support <support@blood.gov.au></support@blood.gov.au>
	(i) If there are problems with how this message is displayed, click here to view it in
	BLOODportal 😔
	National Blood Authority - New sign-on detected for your Okta account
	н
	Your Okta Account was just used to sign-in from a new or unrecognized device, browser, or application.
	Sign-In Details
	CHROMIUM_EDGE - Windows 10 Sun, August 4, 2024 Canberra, Australian Capital Territory, Australia IP: 203.13.3.110
	Don't recognize this activity?
	Your account may have been compromised; we recommend reporting the suspicious activity to your organization.
	Report Suspicious Activity
	The security of your account is very important to us and we want to ensure that you are updated when important actions are taken.

#### 2 **Forgotten Password**

Perform the following procedure if you have forgotten your **password**:

Steps	Actions			
1.	Select the Forgot password? link on the BloodPortal page.			
	Result: A Reset your password pop-up window appears.			
2.	Enter your Email or Username and select Next.			
	BLOODportal 😓			
	Reset your password			
	Email or Username			
	Next			
	Provide the email or username last linked to your account. If your email has changed you can update it when you are logged in. You can choose to receive a verification code by email or SMS. If you need support, please contact the Blood Operations Centre on 13 000 BLOOD (13 000 25663).			
	Back to sign in			
	Result: Verify security methods pop-up window will appear.			





Steps	Actions	
3.	Select one of the following options.	
	BLOODportal 모	
	Reset your password	
	8	
	Verify with one of the following security methods to reset your password.	
	Email .com Select	
	Phone     Select       +61 XXX XXX     Select	
	Back to sign in	
	<b>Result</b> : A <b>Verification Code</b> will be sent based on the option user chooses. Enter the 6-digit Verification Code and select Verify. A window will appear with the option to create a new password.	
	This code expires in 10 minutes.	



Enter new password and select <b>Reset Password.</b>
BLOODportal 모
****
Reset your Authenticate.blood.gov.au password
8
Password requirements:
<ul><li>At least 14 characters</li><li>A lowercase letter</li></ul>
<ul><li>An uppercase letter</li><li>No parts of your username</li></ul>
<ul> <li>Password can't be the same as your last 10 passwords</li> </ul>
New password
0
Re-enter password
•
Reset Password
Provide the email or username last linked to your account. If your email has changed you can update it when you are logged in. You can choose to receive a verification code by email or SMS. If you need support, please contact the Blood Operations Centre on 13 000 BLOOD (13 000 25663).
Back to sign in
Result: This message will appear in pop up window.
BLOODportal 모
Forgot Password

# 3 Unlock Account

Perform the following procedure if your account has been locked:

Actions	
If you enter the incorrect information 3 times your account will be locked for 5 minu will be taken to the unlock your account page. Result: Verify security methods pop-up window will appear.	ites, you
Enter your Username and follow the prompts to Verify the security method.	
BLOODportal 모	
Verify it's you with a security method	
Select from the following options	
Username	
Email Select	
Phone <u>Select</u>	
Back to sign in	
Result: A Verification Code will be sent based on the option user chooses. Enter the Verification Code and select Verify. A window will appear with the following message This code expires in 10 minutes.	6-digit ge.



Steps	Actions
	BLOODportal 모
	Account successfully unlocked!
	You can log in using your existing username and password.
	Back to sign in
3.	Select <b>Back to sign in</b> to log in to your <b>BloodPortal</b> account.

#### New User/Create New account 4

Perform the following procedure to create a new BloodPortal Account:

Steps	ctions		
1.	If you are a new user, go to <u>https://portal.blood.gov.au/</u> and click the Click the <b>New user?</b> <b>Create an account</b> hyperlink, located directly below the <b>Sign in</b> button.		
	You can add this link to your Favourites bar for ease of access for the n	ext time you log in.	
	esult: The BloodPortal log in page appears.		







	( )					
	NATIONAL	BLOOD AUTH	ORITY		<b>BLOOD</b> port	tal 🕻
	AUSTRAL	А				
1	Register					
1	Personal Details					
	Username:*					
	Title:					
	Given Name:*					
	Middle Name:					
	Last Name: *					
	Job Title:*					
	Organisation: *					
(	Contact Details					
	Email Address 1:*					
	Email Address 2:					
	Work Phone 1:					
	Work Phone 2:					
	Mobile Phone 1:*		(e.g. +61 412 000 000)	0		
	Mobile Phone 2:		(e.g. +61 412 000 000)			
	Fax:					
(	Contact Address					
	Mailing Address Line 1:					
	Mailing Address Line 2:					
	Suburb/City:					
	State:					
	Postcode:					
	Country:			*		
	Security Questions			100 A 1		
	These security questions are i	used to verify your identit	y if you forget your usern	ame		
	Security Answer 1.*					
	Security Question 2:*					
	Security Answer 2:*					
	BloodPortal Terms and (	Conditions of Use				
	o create a BloodPortal account	you must read and agree	to the Terms and Conditi	ons of Use.		
					and an an a little second of	
	The Terms and Condition	s of Use are important to	ensure that you understa	nd your responsibilities	when using the Blood Sector Systems.	
	<ul> <li>If you do not comply with</li> <li>If you do not agree with</li> </ul>	the Terms and Conditions	of Use, you are not author	prised to use the Blood S	ector Systems and you cannot create an	BloodPor
	account.				,,,,	
F	Read the Terms and Conditions	of Use.				
	014	gree to the BloodPortal	Terms and Conditions of	f Use.		
		Create Account	Cancel			



Steps	Actions	
	• Fields marked with a red Asterix (*) are mandatory to create a BloodPortal account and for the NBA to confirm your identity before granting access to the Blood Sector Systems.	1
	• The Email Address and Mobile Phone number you provide will be used if you forget your Username or Password.	ou
	<ul> <li>Keep your personal information such as email or phone number, up to date.</li> <li>Log into BloodPortal and change your Account details if/as required.</li> </ul>	e.
	• Two (2) additional verification questions have been implemented to enhance the security of your account. These will be prompted in case of a locked account, forgotten username or password reset is required.	ce
	<ul> <li>If you have any concerns regarding privacy of your personal information, refer to <u>http://www.blood.gov.au/privacy</u> or email <u>privacy@blood.gov.au</u>.</li> </ul>	
	• The <u>privacy@blood.gov.au</u> email is sent to a Group "Freedom of Information' mailbox that includes a member of the Legal Counsel and the Executive team.	on' am.
	<ul> <li>All users are required to create their own account to access Blood Sector Systems.</li> </ul>	
	• A temporary password for your new account will be sent to your nominated email address and mobile phone number.	d
	• These mandatory contact details and your username must be unique to this account and must not be shared with other users.	is
2.	Complete the form, click on the checkbox I agree to the BloodPortal Terms and Condition of Use and click Create Account to continue.	itions
	• It is highly recommended to read the <b>Terms and Conditions of Use</b> to understand your roles and responsibilities when using the Blood Sector System.	
3.	f <b>Step 2</b> succeeds, you will be taken to the <b>Account Registered</b> screen, indicating your accou has been registered.	count
	• 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 <b>Username</b> and <b>Temporary Password</b> , you will be prompted to <b>Set up password</b> .	u
4.	Once you set up a password as per password requirements, Click <b>Next</b> .	



Steps	Actions	
		BLOODportal 모
		Change Password
		Username
		Forgot your <u>username</u> ?
		Current or Temporary Password
		New password
		Confirm new password
		Submit Cancel
		Your new password needs to comply with the following requirements:         • It cannot be any of your previous ten (10) passwords         • It must be a minimum of fourteen (14) characters in length         • It must contain English upper and lower characters.
		It is recommended that you create a passphrase of four un-related words for a strong, but memorable, password.
		It should not contain identifying information such as your name or your username.
	Result: Set	un security methods populo screen appears
5.	To Set up set	ecurity methods, please refer to <u>Heading 1 First Login with MFA</u> and follow the step



# 5 Setting up Okta Verify on mobile app

Steps	Actions		
1.	To set up <b>Okta Verify</b> , selec	et Set up.	
		BLOODportal 😎	
		Set up security methods ⑧	
		Security methods help protect your account by ensuring only you have access.	
		Set up optional Okta Verify Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity Used for access Set up	
		Continue Back to sign in	
	Result: A QR code will gene	erate on the screen and prompt you to c	lownload <b>Okta Verify app.</b>
		BLOODportal 모	
		Set up Okta Verify	
		(B) <ol> <li>On your mobile device, download the Okta</li> <li>Verify app from the App Store (iPhone and</li> <li>iPad) or Google Play (Android devices).</li> </ol>	
		<ol><li>Open the app and follow the instructions to add your account</li></ol>	
		<ol> <li>When prompted, tap Scan a QR code, then scan the QR code below:</li> </ol>	
		Can't scan?	
		Back to sign in	





Steps	Actions
2.	Download the Okta application and open on your device. For Android Devices, please download the app from the <u>Google Play Store.</u> For Apple Devices, please download the app from the <u>Apple Store</u>
3.	Tap the + sign on the top right-hand corner or alternatively, tap Add Account.
	** okta Verify
	No accounts added
	Add an account to verify your identity when you access your organization's apps
	Add Account
4.	Tap Organisation. Close Add Account
	Choose Account Type
	Choose the type of account you would like to add
	Organization > Work, school, company
	Other Facebook, Google, etc





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Steps	Actions
7.	Once scanned, tap <b>Allow</b> Push Notifications.
	< Okta Verify
	Ļ
	Allow Push Notifications?
	Approve or deny requests directly from push notifications without having to open the Okta Verify app.
	Allow
	Skip
	Enabling Push Notifications is recommended to reduce time taken to login using the Okta app.



Steps	Actions	
8.	Actions Account has now been added. You can securely notification or a unique 6-digit code Okta Verify Account Added You can now securely sign in to your organization's apps. Return to your organization's instructions to continue. Important: Keep this app installed on your device. You'll need it to sign in.	sign into your organisation via push
	Done	





#### 6 **BLOODportal Homepage**

The BLOODportal homepage displays tiles to access the Blood Sector System and has 4 four main tabs.



Figure:

## 1.2 BloodNet

BloodNet is the national online ordering and inventory management system, enabling staff in pathology laboratories and pharmacies to place orders online for blood and blood products, record inventory levels and to record the final fate of each unit (e.g. discarded, transferred, transfused). The BloodNet directly engages with BloodSTAR, overseeing the daily functions that relates to interactions within BloodNet and BloodSTAR. Below are the specific BloodNet functions related to daily interaction submitted on BloodSTAR.

#### Australian Bleeding Disorders Registry (ABDR) 1.3

The Australian Bleeding Disorders Registry (ABDR) is a registry for patients in Australia with bleeding disorders. It is used on a daily basis by clinicians in all Australian haemophilia treatment centres (HTCs) to assist in managing the treatment of people with bleeding disorders and to gain a better understanding of the incidence and prevalence of bleeding disorders. This information will also be used to understand demand for, and to facilitate ordering of, clotting factor product.

## 1.4 BloodSTAR

BloodSTAR (Blood System for Tracking Authorisations and Reviews) is Australia's online immunoglobulin management system that facilitates authorisation, dispensing and review of immunoglobulin (Ig) products such as IVIg and SCIg. The system operates in tandem with the Criteria for the clinical use of Immunoglobulin in Australia (the Criteria) and supports clinicians to access the

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supply of Ig products for the treatment of conditions identified in the Criteria, funded by all governments through the National Blood Arrangements.

## 1.5 Jurisdictional Reporting

Jurisdictional Reports enables Jurisdictional Blood Committee (JBC) members and their nominees to access a range of online reports by directly querying National Blood Authority (NBA) systems in realtime. To access Jurisdictional Reports contact the NBA's Blood Systems Support team by email at <a href="mailto:support@blood.gov.au">support@blood.gov.au</a> (link sends e-mail) and request access to the Jurisdictional Reports application, including approval by either your JBC member or proxy.

Once you are notified by Blood Systems Support that your access request has been processed, login to BloodPortal and click on the Jurisdictional Reports icon. Once you click on the Jurisdictional Reports link you will then have access to a range of reports based on your access level.

## 1.6 Training Environment

The **Training environment** provides a 'safe' location for training. Data from the Production environment is migrated to the Training environment fortnightly, and the data is altered for privacy reasons. The Training environment has been used in the creation of this User Manual. The icon for the Training environment is blue. The Training environment is accessed by selecting the Training icon on the BloodPortal page.

## 7 My account

Perform the following procedure to Update your account details:

Steps	Actions
1.	Login in to your <b>BLOODportal</b> account and the <b>BLOODportal Homepage</b> page will appear.
2.	To update user details, Click on My Account  dropdown list and select User Details.  NATIONAL BLOOD AUTHORITY A U S T R A L I A  My Subscriptions  Help  Guer Details  Change Password  STAR  BLOODNET  Result: The Update User Details page appears.
3.	Update the details required and select Save.





Steps	Actions	
4.	To Change Password, Click on My Account  dropdown list and select Change Password.	
	☆ Home     Image: My Account ∨     Image: My Subscriptions     Image: Help	
	Ser Details	
	🥬 Change Password	
	Security Questions	

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Steps	Actions
	Result: The Change Password page appears.
	BLOODportal 모
	Change Password
	Username
	Forgot your <u>username</u> ?
	Current or Temporary Password
	New password
	Confirm new password
	Submit Cancel
	Your new password needs to comply with the following requirements:         • It cannot be any of your previous ten (10) passwords         • It must be a minimum of fourteen (14) characters in length         • It must contain English upper and lower characters.
	It is recommended that you create a passphrase of four un-related words for a strong, but memorable, password. It should not contain identifying information such as your name or your username.
5.	Change <b>Password</b> and select <b>Submit</b> .
	The <b>Username</b> cannot be altered once it has been created.



Steps	Actions						
6.	If you no longer require your BloodPortal account, you can send a request to the BloodP Support Team. To deactivate your account, Click on <b>My Account</b> dropdown list and s <b>Deactivate My Account.</b>						
	NATIONAL BLOOD AUTHORITY						
	<ul> <li>My Account ~ Wy Subscriptions</li></ul>						
	<b>Result</b> : A message will pop up. Select <b>OK</b> to send a request to Blood Portal Support Team to deactivate your account.						
	A request will be sent to Blood Portal Support Team to deactivate your account. Are you sure you want to deactivate your account?						
	OK Cancel						





Steps	Actions
7.	To Update Security Questions, Click on My Account To Update Security Questions, Click on My Account To Update Security Questions.
	NATIONAL BLOOD AUTHORITY
	AUSTRALIA
	A Home I My Account → Wy Subscriptions I Help
	User Details
	Change Password X Deactivate My Account
	Security Questions
	Result: The Security Questions page appears.
	NATIONAL BLOOD AUTHORITY BLOODportal
	☆ Home     Image: My Account ∨     Image: My Subscriptions     Image: Help
	Security Questions
	Security Answer 1:* Where were you born?  Security Answer 1:*
	Security Question 2:*     What is your mother's maiden name?       Security Answer 2:*
	Save Cancel
8.	Click on dropdown list and select the Security Questions, update the Security Answers and select Save.



# 8 My Subscription

Steps	Actions						
1.	To receive e-newsletter for health professionals involved with the Australian blood sector, related to BloodNet and Patient Blood Management Guidelines, Click on <b>My Subscription</b> and select <b>Subscribe.</b>						
	Subscriptions         Subscribe       Australian Blood News         e-newsletter for health professionals involved with the Australian blood sector						
	Subscribe BloodNet News e-newsletter relating to BloodNet.						
	Subscribe         Patient Blood Management Guidelines           Keep up to date with the latest Patient Blood Management Guidelines Updates						
	Result: The Update User Details page appears.						

## 9 Help

Steps	Actio	ns					
1.	Ip to access Bloo	d					
		🏡 Home	🔤 My Account 🗸	y Subscriptions	😮 Help		
		Help					
		For suppor	support@blood	<u>d.gov.au</u>			

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