**Deactivating and Editing Access in BloodSTAR**

As a user of BloodSTAR, you can deactivate your role if you no longer require access to a facility as well as edit your contact details for each facility you have access to.

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| **Deactivating Access** |
| 1. Log into [BloodPortal](https://www.bloodstar.blood.gov.au/) with your BloodPortal Username and Password, then click into BloodSTAR. |
| 1. Select **My Account** located above the BloodSTAR ribbon. |
| 1. Select **My Contact Details** to display all facilities you have access to. |
| 1. Locate the position and facility you want to deactivate then select the **Deactivate Role** checkbox**.** |
| 1. In the **Deactivation Reason,** enter in the mandatory field a reason for deactivating role. Once complete, select **Save.**      |  |  | | --- | --- | | Icon  Description automatically generated | **Please note:** If Medical Officers have patients listed under their care, they will be displayed in a yellow alert notification.  Medical Officers must transition the care of these patients to another Medical Officer otherwise, they will continue to receive notifications relating to these patients. | |
| 1. The role will be deactivated, and a notification will display contacts have been updated. |

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| **Editing Access Details** |
| 1. Log into [BloodPortal](https://www.bloodstar.blood.gov.au/) with your BloodPortal Username and Password, then click into BloodSTAR. |
| 1. Select **My Account** located above the BloodSTAR ribbon. |
| 1. Select **My Contact Details** to display all facilities you have access to. |
| 1. Edit the relevant details and select **Save** to finalise. |

**Deactivating and Editing a User’s Access in BloodSTAR – Facility Administrator Role**

BloodSTAR Facility Administrators are nominated staff members within a hospital/facility with the authority to deactivate and edit a BloodSTAR user’s access.

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| **Deactivating Access** |
| 1. Log into [BloodPortal](https://www.bloodstar.blood.gov.au/) with your BloodPortal Username and Password, then click into BloodSTAR. | |
| 1. Select **User Role Management.** | |
| 1. Using filters, search for the user you would like to deactivate. Once you have located user, select **View.** | |
| 1. Select **Deactivate.** | |
| 1. Enter a reason for deactivating the user’s role. Once complete, select **Save.**      |  |  | | --- | --- | | Icon  Description automatically generated | **Please note:** If Medical Officers have patients listed under their care, they will be displayed in a yellow alert notification.  Medical Officers must transition the care of these patients to another Medical Officer otherwise, they will continue to receive notifications relating to these patients. | | |

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| **Editing a User’s Access Details** |
| 1. Log into [BloodPortal](https://www.bloodstar.blood.gov.au/) with your BloodPortal Username and Password, then click into BloodSTAR. |
| 1. Select **User Role Management.** |
| 1. Using filters, search for the user you would like to deactivate. Once you have located user, select **Edit.** |
| 1. Edit the user’s position title, email or phone number then Select **Save.** |
| 1. A notification will display contacts have been updated. |