**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.

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| 1. Locate the position and facility you want to deactivate then select the **Deactivate Role** checkbox**.**

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| 1. In the **Deactivation Reason,** enter in the mandatory field a reason for deactivating role. Once complete, select **Save.**

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| 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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| 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.

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| 1. Edit the relevant details and select **Save** to finalise.

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**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.**

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| 1. Select **Deactivate.**

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| 1. Enter a reason for deactivating the user’s role. Once complete, select **Save.**

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| 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.**

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| 1. Using filters, search for the user you would like to deactivate. Once you have located user, select **Edit.**
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| 1. Edit the user’s position title, email or phone number then Select **Save.**

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| 1. A notification will display contacts have been updated.
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