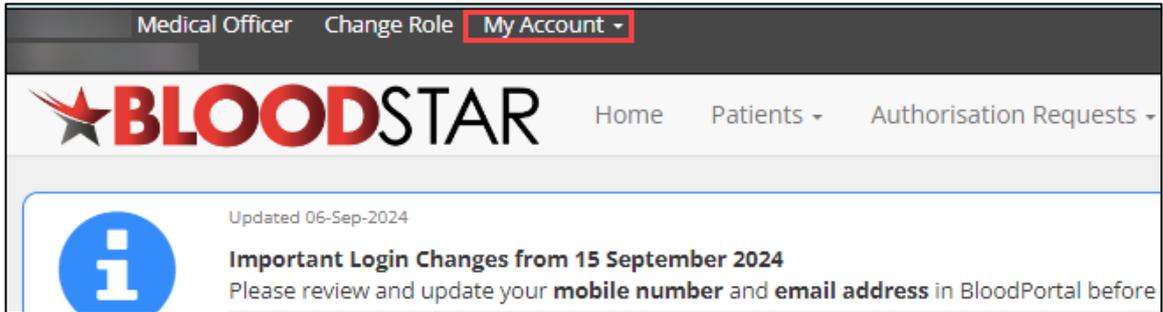# Deactivating and Editing Access in BloodSTAR

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.

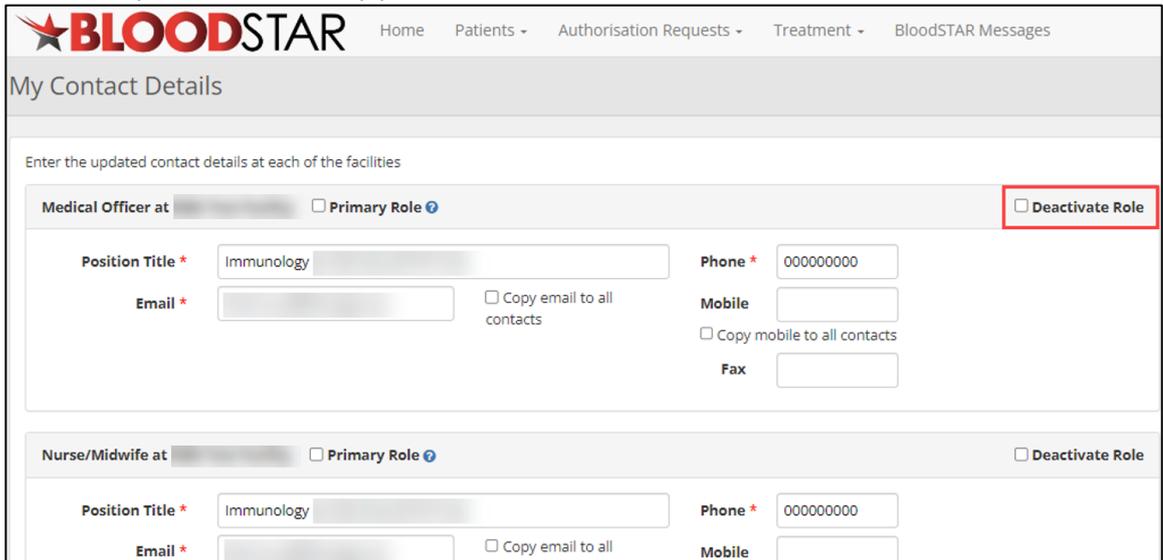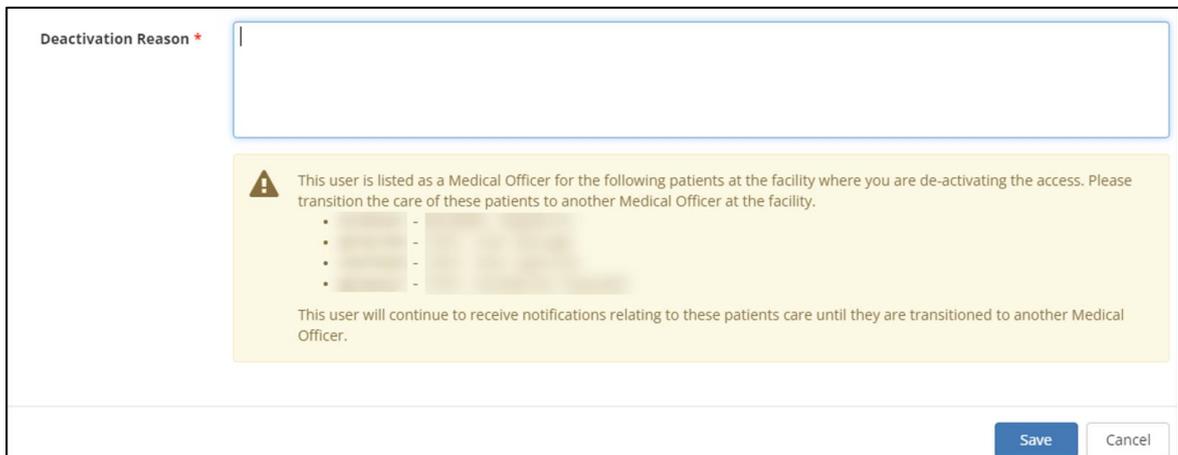| Deactivating Access |
| --- |
| 1. Log into **BloodPortal** with your BloodPortal Username and Password, then click into BloodSTAR. |
| 2. Select **My Account** located above the BloodSTAR ribbon.
 |
| 3. Select **My Contact Details** to display all facilities you have access to.
 |
| 4. Locate the position and facility you want to deactivate then select the **Deactivate Role** checkbox**.**
 |

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

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.

6. The role will be deactivated, and a notification will display contacts have been updated.

Editing Access Details

1. Log into **BloodPortal** with your BloodPortal Username and Password, then click into BloodSTAR.
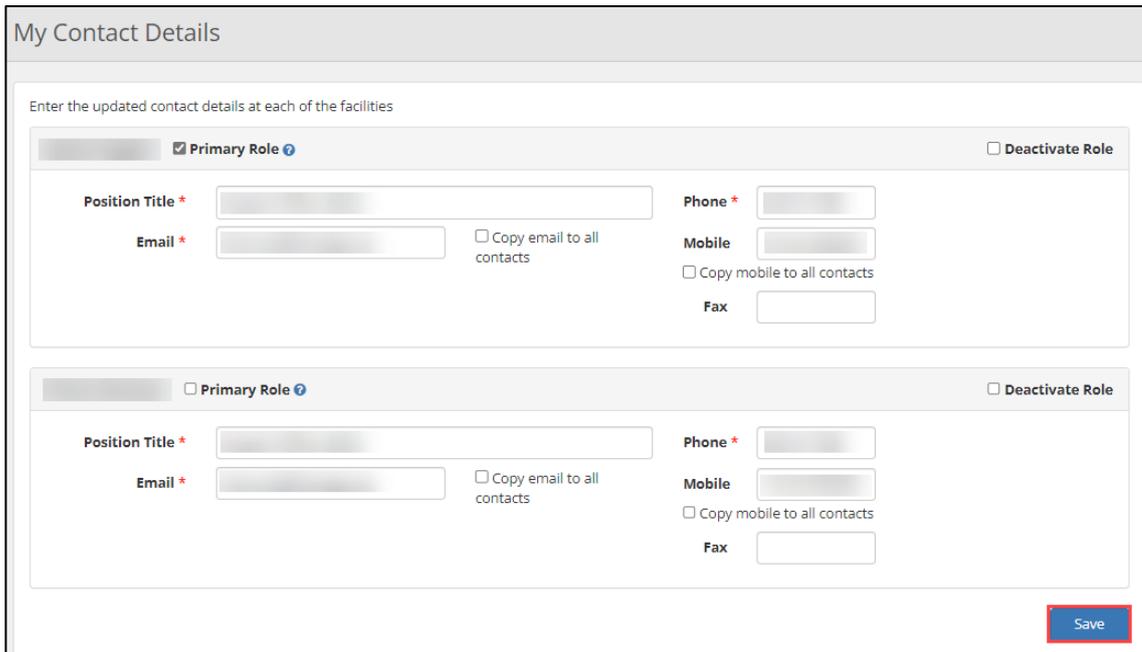
2. Select **My Account** located above the BloodSTAR ribbon.

3. Select **My Contact Details** to display all facilities you have access to.

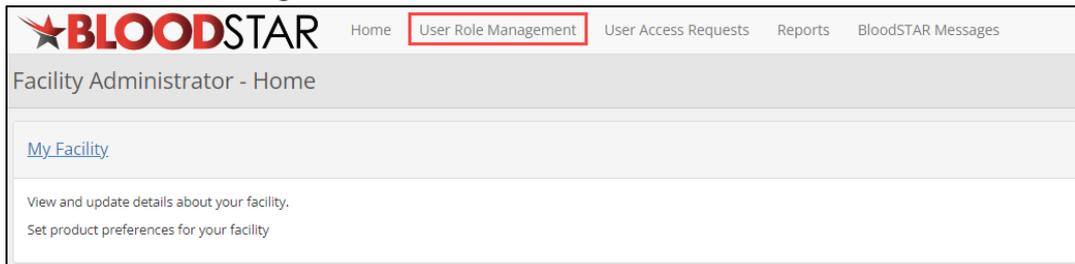4. Edit the relevant details and select **Save** to finalise.

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.
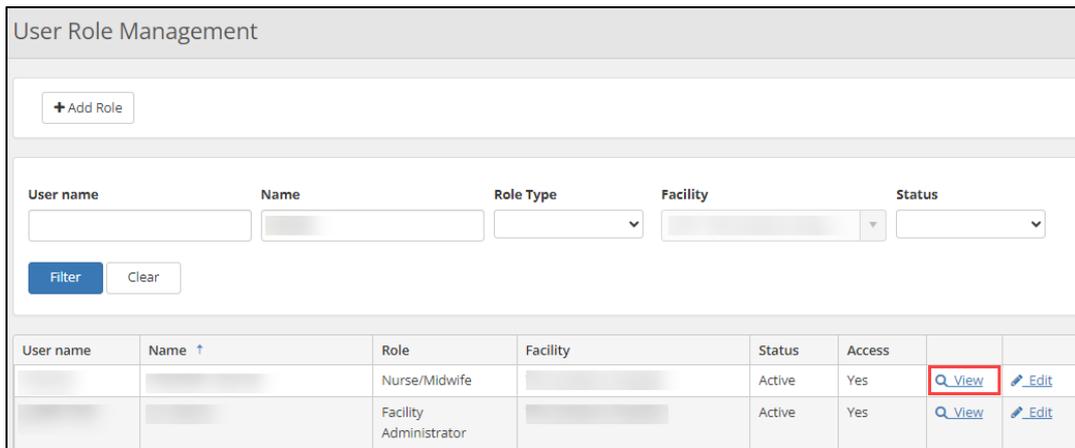
Deactivating Access

1. Log into **BloodPortal** with your BloodPortal Username and Password, then click into BloodSTAR.
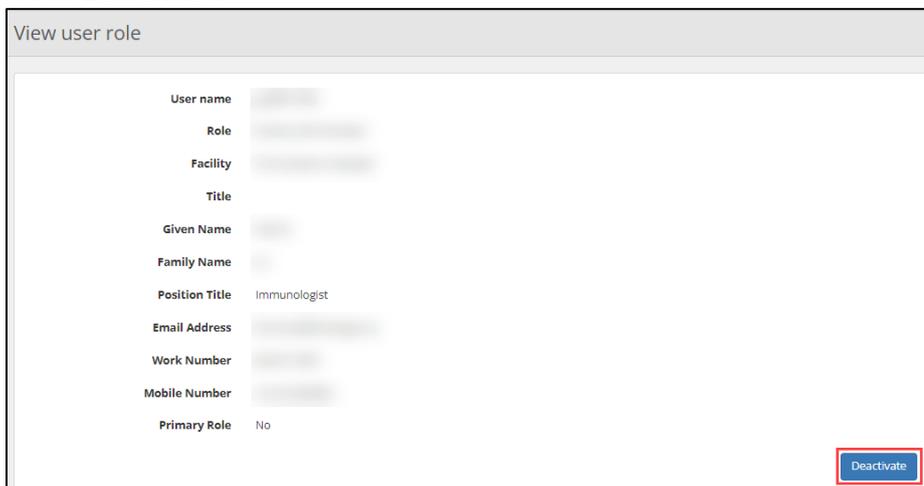
2. Select **User Role Management.**

3. Using filters, search for the user you would like to deactivate. Once you have located user, select **View.**

4. Select **Deactivate.**

5. Enter a reason for deactivating the user's role. Once complete, select **Save.**
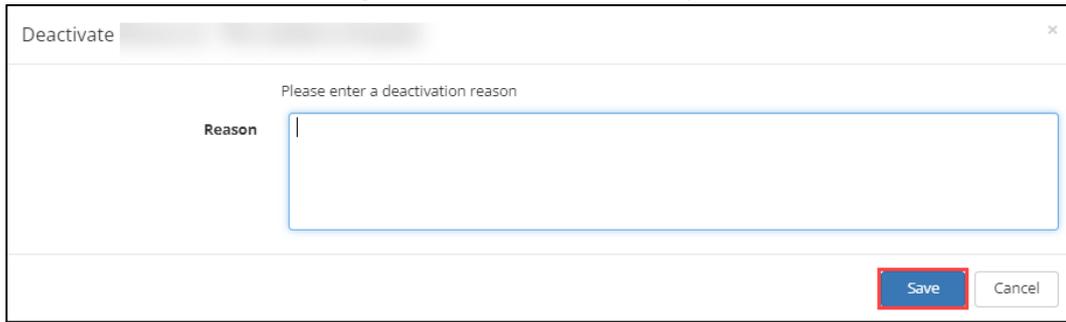
Deactivate ▓▓▓▓▓▓ ▓▓▓▓▓▓▓▓▓   ×

Please enter a deactivation reason

Reason
| |
|

Save   Cancel

✏️ **Please note:** If Medical Officers have patients listed under their care, they will be displayed in a yellow alert notification.
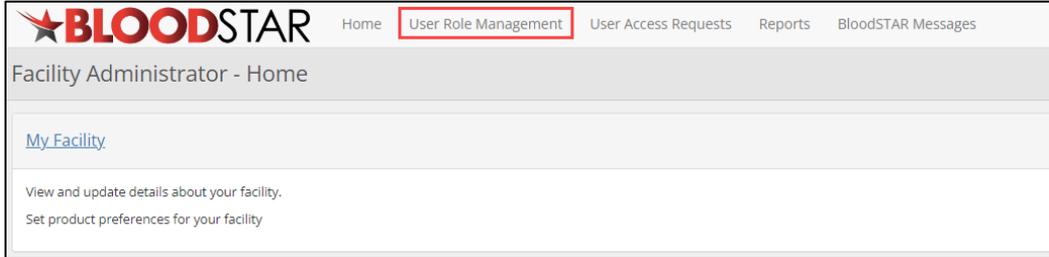Medical Officers must transition the care of these patients to another Medical Officer otherwise, they will continue to receive notifications relating to these patients.

Deactivation Reason *
| |

⚠️ This user is listed as a Medical Officer for the following patients at the facility where you are de-activating the access. Please transition the care of these patients to another Medical Officer at the facility.
- ▓▓▓▓ - ▓▓▓▓▓
- ▓▓▓▓ - ▓▓▓▓▓
- ▓▓▓▓ - ▓▓▓▓▓
- ▓▓▓▓ - ▓▓▓▓▓

This user will continue to receive notifications relating to these patients care until they are transitioned to another Medical Officer.

Save   Cancel

Editing a User's Access Details
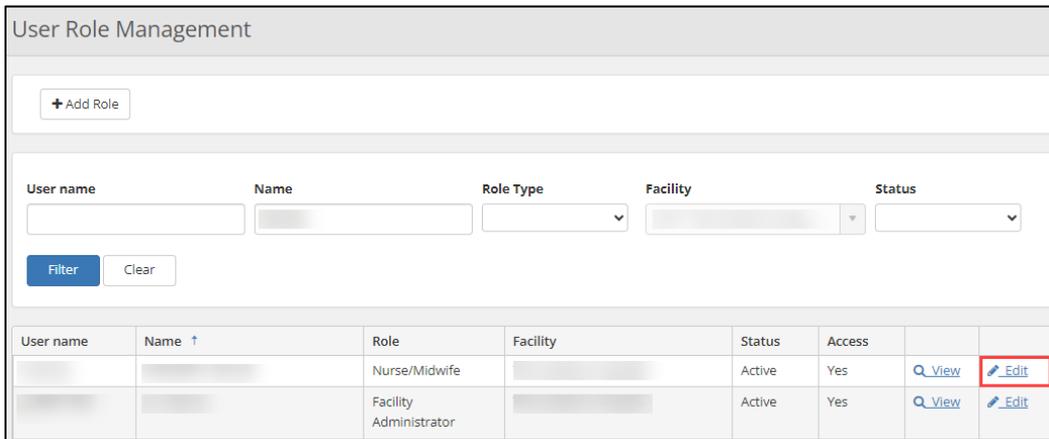
1. Log into **BloodPortal** with your BloodPortal Username and Password, then click into BloodSTAR.
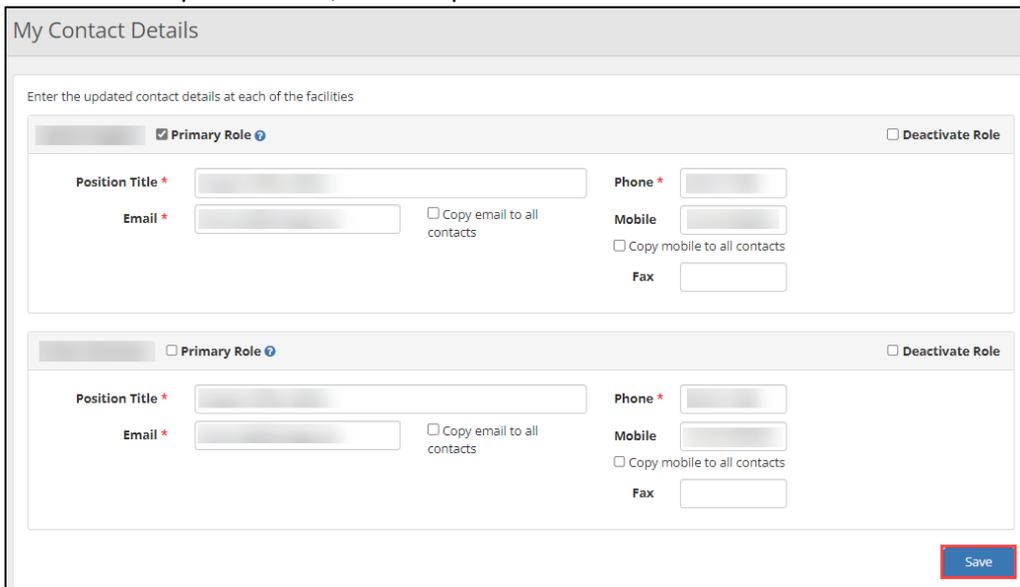
2. Select **User Role Management.**

3. Using filters, search for the user you would like to deactivate. Once you have located user, select **Edit.**

4. Edit the user's position title, email or phone number then Select **Save.**

5. A notification will display contacts have been updated.

⚠ Contacts have been updated.