**User Tip Sheet –Facility Administrator Role**

**Providing Access to Facility Administrators in BloodSTAR**

**Important Point:** Before being able to grant any access, a facility administrator must first collect the following details from the user;

* 1. the user’s BloodPortal username
	2. the user’s position title, and
	3. the user’s best phone number

**How to provide Facility Administrator access to a user**

**1**. Go to <https://www.bloodstar.blood.gov.au/> and Login with your BloodPortal Username and Password.

**2**. Go to change role at the top of the page and select ‘Facility Administrator – *Relevant facility name’* to enter the system as that role.

**Please note: the facility you choose must be the facility you are providing access to for the user.**

**3**. Click on **‘User Role Management’**.

**4**. From the Role Management page select **‘Facility Administrator’** from the drop down list and click **‘Add Role’**.



**5**. Enter in the user’s BloodPortal user name and click ‘**Find’**. This will return the information against that user’s registration.

**6**. Verify the users details are correct and click **‘Save’** to finalise.