

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;

- a. the user's BloodPortal username
- b. the user's position title, and
- c. the user's best phone number

How to provide Facility Administrator access to a user

1. Go to <u>https://www.bloodstar.blood.gov.au/</u> 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'**.

Role Managemen	it							
		•	+ Add Role	4	Select 'Facili 'Add Role'	Select 'Facility Administrator and click 'Add Role'		
Facility Administrator User name	Name		Role Typ	e Facility Status				
					QLD - Gold Coas	t University Ho: •		•

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

BloodPortal user name *	g_82181561		Find	
Facility *	NSW - Australian Red Cross Blood Service NSW	•		
Position Title *				
Phone *	02 6251 1234			
Title Given Name	Jane			
Family Name	Citizen			
Email Address	tester@blood.gov.au			
Work Number	02 6251 1234			
Mobile Number	041 000 0463			

6. Verify the users details are correct and click 'Save' to finalise.

Support phone: 13 000 BLOOD (13 000 25663) email: <u>support@blood.gov.au</u> fax: 02 6151 5210