**User Tip Sheet –Facility Administrator role**

**Deactivating or Editing a User’s Access Details in BloodSTAR**

**How to deactivate a user’s access to your facility**

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

**2**. Click on **‘User Role Management**.



**3**. Under the **‘User Role Management’** page filter to find the person you would like to deactivate and click **‘View’** next to the user’s access.



4. Click **‘Deactivate’**

5. Enter in a deactivation reason and click ‘**’Save’** 

**How to edit a user’s access details**

**1**. Under the **‘User Role Management’** page filter to find the person you would like to view.

**2**. To edit the user’s position title, email or phone number click on **‘Edit’** next to the user’s access.



**3.** Edit the relevant details and click ‘**Save’** to finalise.

