

## Registering and Requesting Access to BloodNet

### Purpose

This Tip Sheet is designed for people who access BloodNet at their facility and therefore need to create an individual login to the BloodPortal to enable them to access BloodNet. Individual logins are essential for BloodNet to enable an appropriate audit trail to be developed to identify which officers undertook which actions.

### Step 1

Navigate in a web browser to <https://portal.blood.gov.au> and click on *New User? Create An Account* as highlighted by the red arrow below.

NATIONAL BLOOD AUTHORITY AUSTRALIA

## BLOODportal

The Terms & Conditions were updated on 1 July 2018. By signing in to BloodPortal you accept the [Terms & Conditions](#).

Sign in to BloodPortal to access the National Blood Authority ICT systems including Australian Bleeding Disorders Registry (ABDR), BloodNet, BloodSTAR and Jurisdictional Reporting. To access MyABDR [click here](#).

Username  
Your username

Password  
Your password

Sign in



[New user? Create an account](#)  
Forgot your [username](#) or [password](#)?

For support, call 13 000 BLOOD (13 000 25663) or email [support@blood.gov.au](mailto:support@blood.gov.au)

This will take you to the BloodPortal registration page shown below.

### Support

phone: 13 000 BLOOD (13 000 25663)  
email: [support@blood.gov.au](mailto:support@blood.gov.au)  
fax: 02 6103 3840

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AUSTRALIABLOODportal 

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### Register

The red asterisk \* indicates mandatory fields.

**Personal Details**

Username: \*  You can choose any username. If the username has already been chosen you will be notified that it is not unique.

Title:

Given Name: \*

Last Name: \*

Job Title: \*

Organisation: \*

**Contact Details**

Email Address 1: \*  This email address field is used for receiving your temporary password when you first register and if you forget your password.

Email Address 2:

Work Phone 1:

Work Phone 2:

Mobile Phone 1: \*  (e.g. +61 412 000 000) ⓘ The mobile number you enter is used to send through your password as an alternative to an email option.

Mobile Phone 2:  (e.g. +61 412 000 000)

Fax:

**Contact Address**

Mailing Address Line 1:

Mailing Address Line 2:

Suburb/City:

State:

Postcode:

Country:

**Security Questions**

These security questions are used to verify your identity if you forget your username

Security Question 1: \*  Please choose the two most relevant security questions. These questions are used to verify your identity if you forget your username.

Security Answer 1: \*

Security Question 2: \*

Security Answer 2: \*

**Communication from the National Blood Authority**

At the time of registering for BloodPortal and when using the system the National Blood Authority collects your personal information to work out whether you can be registered and to manage your user account. It is also used to self-populate your identity and contact details when registering for other National Blood Authority ICT systems including the Australian Bleeding Disorders Registry (ABDR), BloodSTAR, BloodNet, Jurisdictional Reporting and a variety of mailing lists. In this way, BloodPortal provides users with a single place where they can directly update and correct their contact details with the NBA across several IT systems and subscribe to mailing lists relating to transfusion in Australia. If you choose not to provide the mandatory information on this form then your application for access to BloodPortal cannot be processed. This will prevent you from accessing a range of NBA ICT systems including ABDR, BloodSTAR, BloodNet and Jurisdictional Reporting. The NBA at times also contacts those involved in the Australian Blood Sector to make them aware of important news and events. Indicate below if you consent to the National Blood Authority (noting that we will not disclose your personal information to a third party) contacting you on an irregular basis in relation to matters affecting the Australian Blood Sector. At any stage you can change your mind and withdraw your consent by emailing the National Blood Authority at [support@blood.gov.au](mailto:support@blood.gov.au).

Please note that a condition of access to some systems (such as ABDR and BloodNet) is that you consent to receive regular updates on matters relating to these systems. Your choice to receive or not, other updates from the NBA will not affect updates relating to ABDR and BloodNet if you are a user of one or both of these systems.

The NBA privacy policy can also be located at <http://www.blood.gov.au/privacy>. This includes further information on how the NBA manages personal information and how you can complain about the NBA's management of your personal information. For specific privacy questions please call the NBA Legal Counsel on 02 6151 5040 or email [privacy@blood.gov.au](mailto:privacy@blood.gov.au).

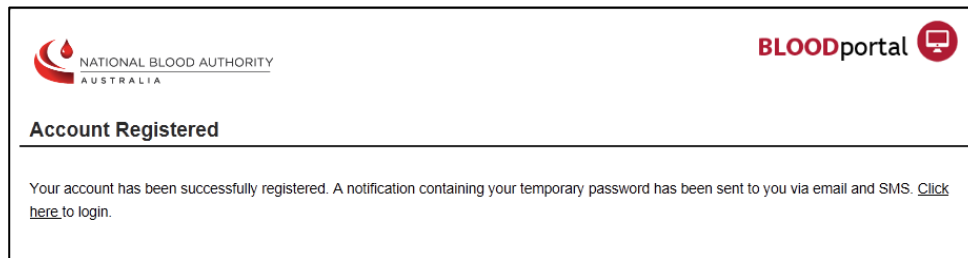
I Consent  I Do Not Consent You must choose an option here.

Click Save once you have filled in your details.

## Step 2

After completing the form click the *Save* button. You will be presented with the screen below indicating that your account has been registered.

A temporary password will be sent through to your nominated email address and mobile phone number.

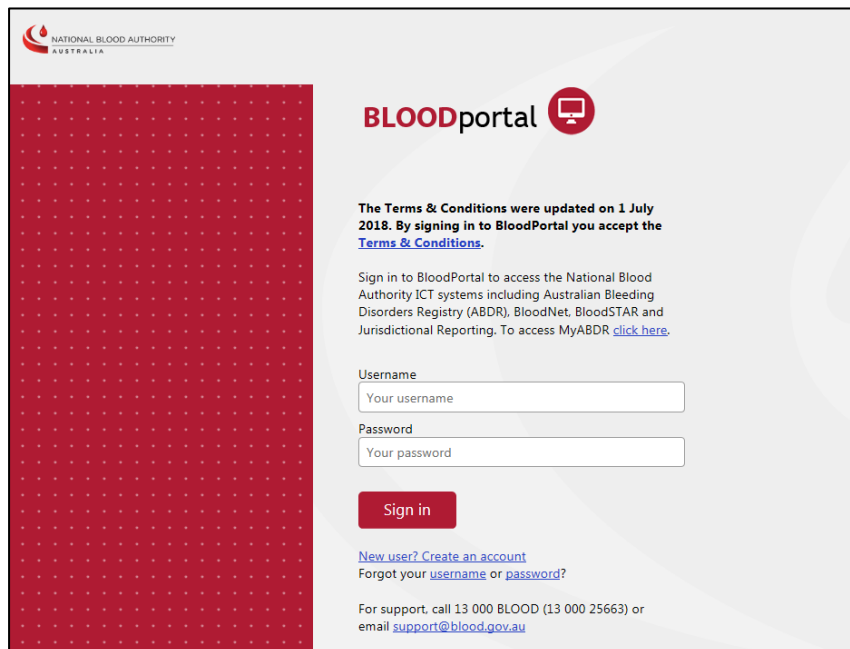


The screenshot shows the 'Account Registered' confirmation screen. At the top left is the National Blood Authority Australia logo. At the top right is the 'BLOODportal' logo with a computer icon. The main heading is 'Account Registered'. Below this, a message states: 'Your account has been successfully registered. A notification containing your temporary password has been sent to you via email and SMS. [Click here](#) to login.'

## Step 3

You have now finished registering your BloodPortal account.

The next step is to login and request access to BloodNet. Navigate in a web browser to <https://portal.blood.gov.au>. You will need to enter the username you created for BloodPortal above and the temporary password you received via email or SMS. As this is the first time you are accessing the site you will be asked to change your password.

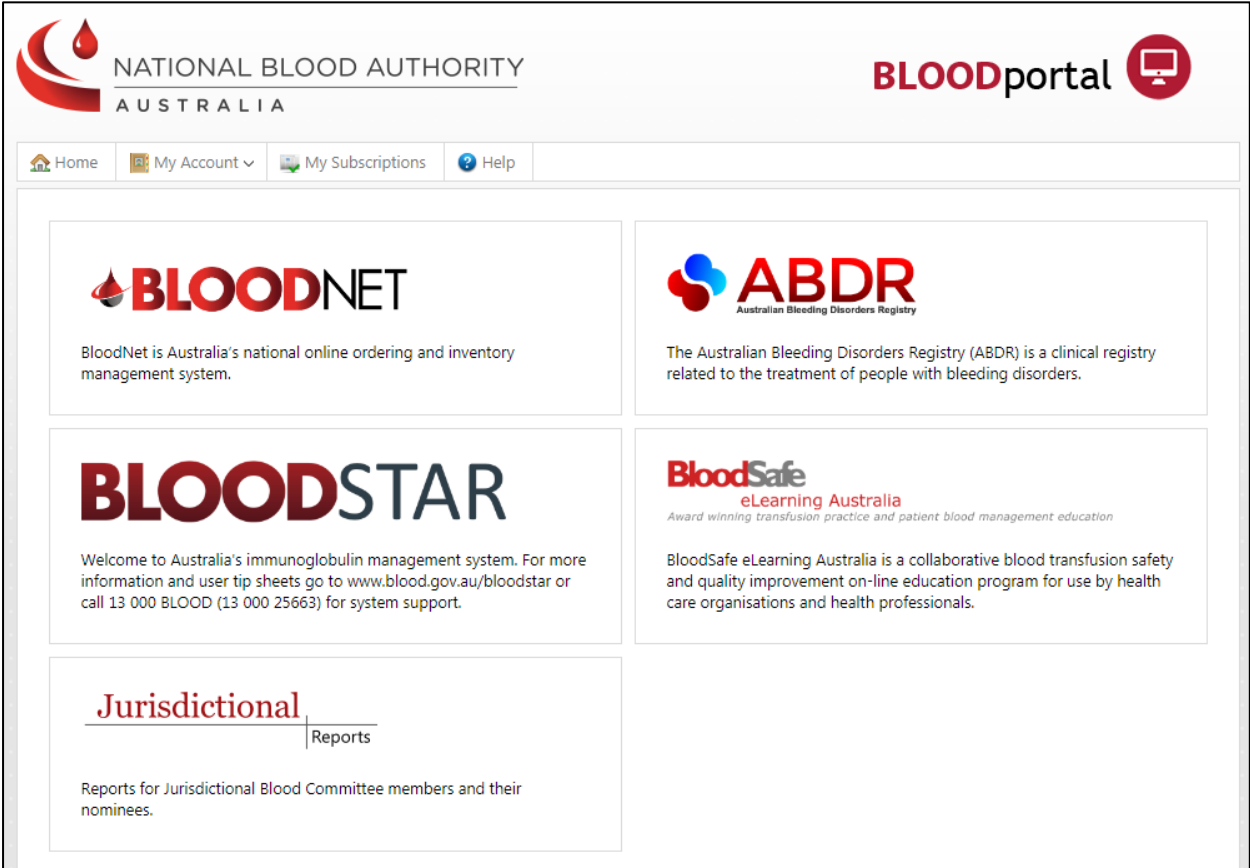


The screenshot shows the BloodPortal login page. At the top left is the National Blood Authority Australia logo. At the top right is the 'BLOODportal' logo with a computer icon. Below the logo, a notice states: 'The Terms & Conditions were updated on 1 July 2018. By signing in to BloodPortal you accept the [Terms & Conditions](#).' Below this, a message says: 'Sign in to BloodPortal to access the National Blood Authority ICT systems including Australian Bleeding Disorders Registry (ABDR), BloodNet, BloodSTAR and Jurisdictional Reporting. To access MyABDR [click here](#).' There are two input fields: 'Username' with the placeholder 'Your username' and 'Password' with the placeholder 'Your password'. Below the fields is a red 'Sign in' button. At the bottom, there are links for 'New user? [Create an account](#)' and 'Forgot your [username](#) or [password](#)?'. At the very bottom, support contact information is provided: 'For support, call 13 000 BLOOD (13 000 25663) or email [support@blood.gov.au](mailto:support@blood.gov.au)'.

**Important:** Once you have created a BloodPortal account you can supply the facility administrator at your site with your username and they can grant you access using the **Add user access** function. Alternatively you may continue with the steps below to submit an access request.

## Step 4

After logging in you will see the BloodPortal home page as shown below. From here you can access the BloodNet application page, Jurisdictional Reports and My Subscriptions for NBA Subscriptions. Please click on the BloodNet tile to request access to your BloodNet Facility as shown below. You will be directed to the BloodNet **Request access** page



**NATIONAL BLOOD AUTHORITY AUSTRALIA**

**BLOODportal**

Home My Account My Subscriptions Help

**BLOODNET**  
BloodNet is Australia's national online ordering and inventory management system.

**ABDR**  
Australian Bleeding Disorders Registry  
The Australian Bleeding Disorders Registry (ABDR) is a clinical registry related to the treatment of people with bleeding disorders.

**BLOODSTAR**  
Welcome to Australia's immunoglobulin management system. For more information and user tip sheets go to [www.blood.gov.au/bloodstar](http://www.blood.gov.au/bloodstar) or call 13 000 BLOOD (13 000 25663) for system support.

**BloodSafe eLearning Australia**  
Award winning transfusion practice and patient blood management education  
BloodSafe eLearning Australia is a collaborative blood transfusion safety and quality improvement on-line education program for use by health care organisations and health professionals.

**Jurisdictional Reports**  
Reports for Jurisdictional Blood Committee members and their nominees.

On the Access Request page click the *Add facility access* button and select your state/territory, facility and most suitable role from the drop down menus. Click the **Add facility** button to add the role and facility to your access request.

Please note, you can only have access to one role at each facility.

Available Roles to choose from include:

### Facility read only

This role has limited access to only view information within BloodNet.

### Facility user

This role has access to manage blood and blood products.

### Facility administrator

This role has the same access as the Facility user role with additional administration rights.

**BLOODNET** Request access

*i* Add the facilities you would like to access and submit your request.  
If your personal details are incorrect, please update your BloodPortal account before submitting.

**Ig TEST04**  
Username: Ig\_Test04  
Email: ig\_11ATCH\_Nurse2@adelaide.com.au

**Facilities**  
*!* Add a facility to get started. [Add facility access](#) Please click on add facility access.

[< Cancel and return to BloodPortal](#)

**BLOODNET** Add facility

*i* Add the facility and role you would like to access.

**State \*** Please select \* Required field

**Facility \*** Please select

**Role \*** Please select [? What do the roles mean](#)

[Add facility](#)

Please choose your State, Facility and Role and Click Add Facility.

[< Cancel and return to request access](#)

Ig TEST04 Session expires in 19:42

**Request access**

**i** Add the facilities you would like to access and submit your request.  
If your personal details are incorrect, please update your BloodPortal account before submitting.

**Test BLOODNET**  
Username: BN5\_test20  
Email: BN5\_test20@test.com

**Facilities**  
Request access to additional facilities **Add facility access**

Facility	Role	Actions
✓ A BloodNet Test Facility	Facility User	<a href="#">Remove</a>

**BloodNet terms and conditions** \*Required field

- The BloodNet User Terms and Conditions (Conditions) are important to ensure that information in BloodNet is submitted correctly, that users accessing the BloodNet are properly authorised and that BloodNet information is not used or disclosed for unauthorised purposes.
- In completing this form you agree to comply with the Conditions. Each time you log on to the BloodNet you also acknowledge your obligation to comply with the Conditions.
- Failure to comply with the Conditions may result in having your user status being withdrawn or other consequences.

[Read full terms and conditions](#)

I have read and accept the terms and conditions \*

[Cancel and return to BloodPortal](#) **Submit**

If you require access to multiple facilities you can click the **Add facility access** button and add as many facilities to your access request as required.

Next click on the **Read full terms and conditions** link to open the terms and conditions. Click the checkbox to confirm that you agree to the terms and conditions and then click the **Submit** button to submit your access request.

The facility administrators as your site will be notified of your request via email.

## Step 5

Please wait for your facility administrator to approve your request. You will receive an email notification once your request has been assessed.

When a new BloodNet site is implemented, the initial facility administrator role is approved by the NBA. Outside of this situation the NBA will only approve access to facilities or LIS BloodNet sites in extenuating circumstances.

Your access request can be viewed by logging into your BloodPortal account and clicking on the BloodNet tile. Alternatively, if you already have access to BloodNet and are requesting additional access, log into BloodNet with you existing access, click on your username at the top right of your screen and then select **My access details**.

## For Further Assistance

If you need further assistance please contact us on 13 000 BLOOD (13 000 25663) or email [support@blood.gov.au](mailto:support@blood.gov.au)