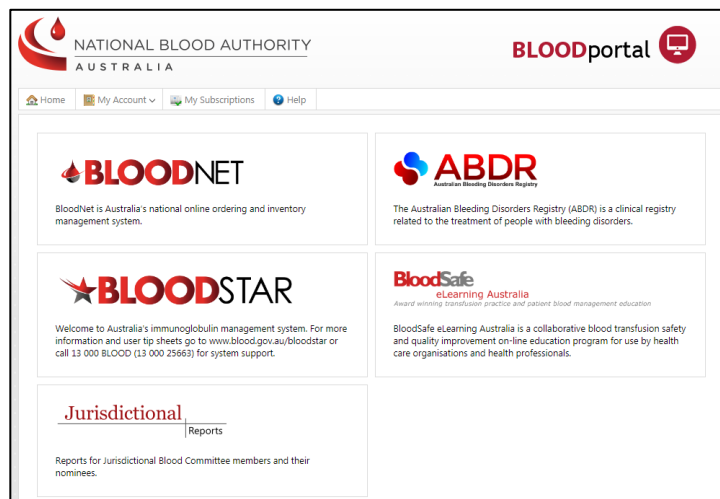


New User – Creating a BloodPortal Account

This tip sheet is designed for people who wish to access the National Blood Authority (NBA) BloodPortal.

Users can create a single username and password to access:

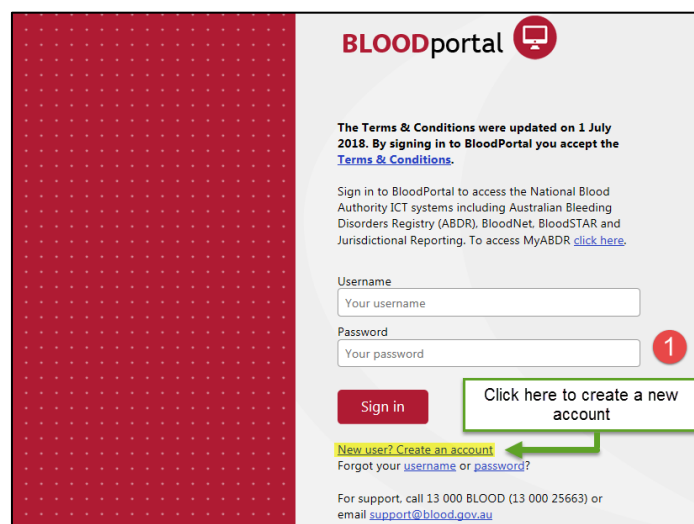
- **Blood Sector Systems** home menu (BloodSTAR, BloodNet and ABDR)
- **NBA subscriptions** (Australian blood sector newsletters and updates)



If you have forgotten your username or require a password reset, please click on the **Forgot your username or password** on the BloodPortal log in page. If you require access to an existing account, please call NBA Support on 13 000 BLOOD (1300 025 663) or email support@blood.gov.au.

Step 1

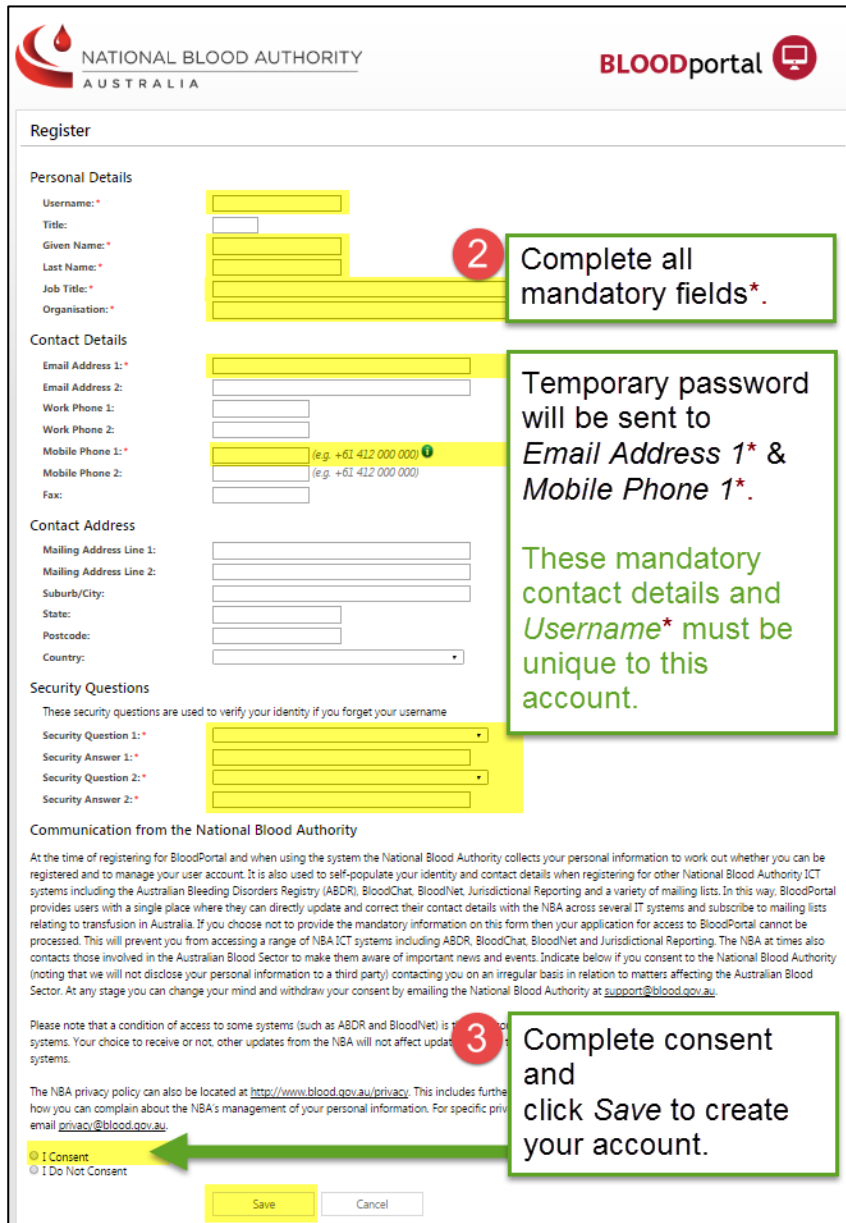
Navigate in a web browser to <https://portal.blood.gov.au> and click on **New User? Create an account** as highlighted below.



Step 2

Complete all mandatory fields - marked with a red asterisk*.

Note: All users are required to create their own account to access Blood Sector Systems. The temporary password for your new account will be sent to your nominated email address and mobile phone number. These mandatory contact details and your username must be unique to this account.



The screenshot shows the 'Register' page of the BloodPortal system. The form is divided into several sections: Personal Details, Contact Details, Contact Address, Security Questions, and Communication from the National Blood Authority. Mandatory fields are indicated by a red asterisk (*). Annotations include:

- Annotation 1:** A red circle with the number '1' points to the 'Username*' field in the Personal Details section.
- Annotation 2:** A green box with the text 'Complete all mandatory fields*' is positioned over the Personal Details and Contact Details sections.
- Annotation 3:** A green box with the text 'Temporary password will be sent to Email Address 1* & Mobile Phone 1*.' is positioned over the Email Address 1* and Mobile Phone 1* fields in the Contact Details section.
- Annotation 4:** A green box with the text 'These mandatory contact details and Username* must be unique to this account.' is positioned over the Contact Details and Contact Address sections.
- Annotation 5:** A green box with the text 'Complete consent and click Save to create your account.' is positioned over the 'I Consent' radio button and the 'Save' button in the Communication section.

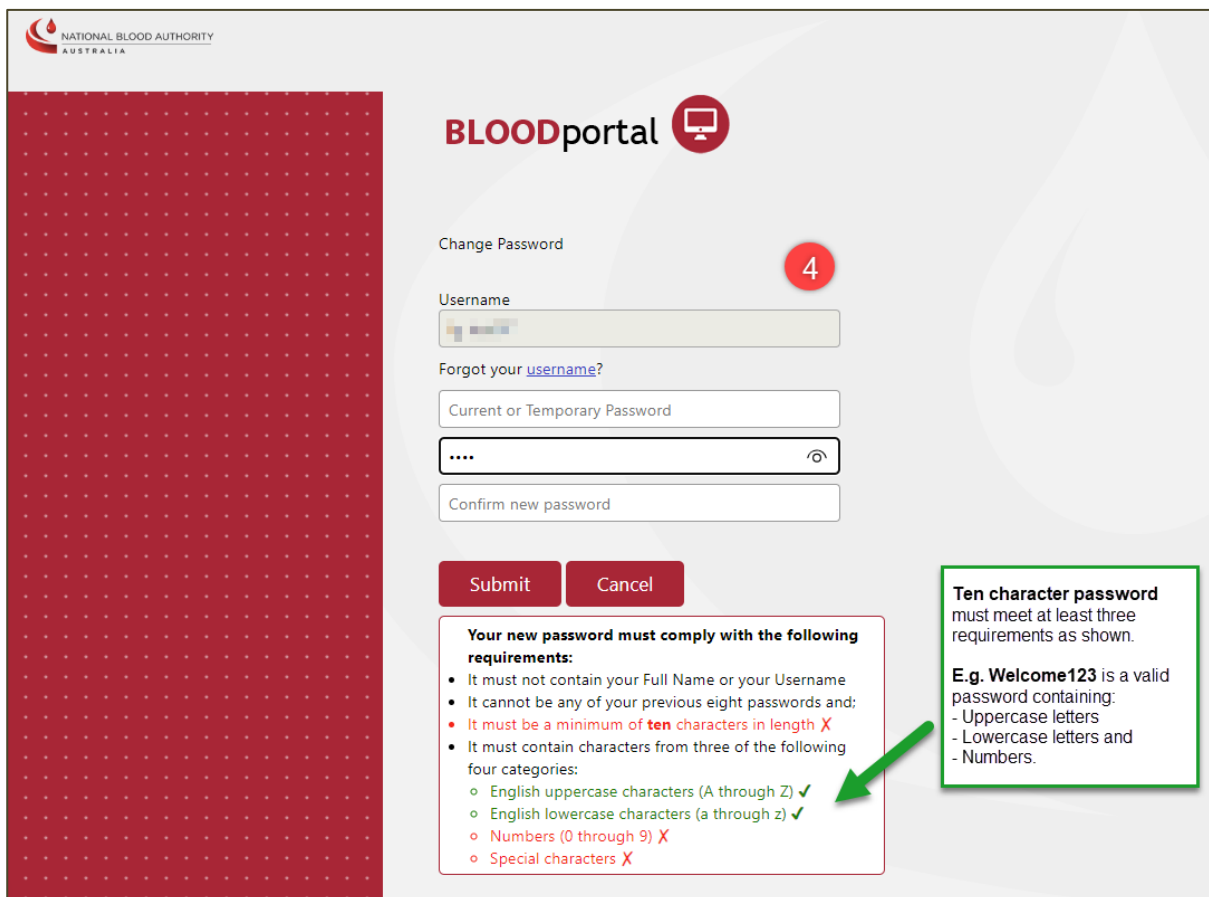
Step 3

Complete consent and click **Save** to continue.

Step 4

If Step 3 is successful you will be taken to the **Account Registered** screen, indicating that your account has been registered. A temporary password will be sent to your nominated email address and mobile phone number within 30 seconds.

The first time you login with your **Username** and **Temporary Password**, you will be prompted to create a new password. Click the link on the screen or login at <https://portal.blood.gov.au> and change your password.



Change Password 4

Username

Forgot your [username?](#)

Current or Temporary Password

Confirm new password

Your new password must comply with the following requirements:

- It must not contain your Full Name or your Username
- It cannot be any of your previous eight passwords and:
- It must be a minimum of **ten** characters in length **X**
- It must contain characters from three of the following four categories:
 - English uppercase characters (A through Z) ✓
 - English lowercase characters (a through z) ✓
 - Numbers (0 through 9) **X**
 - Special characters **X**

Ten character password must meet at least three requirements as shown.

E.g. Welcome123 is a valid password containing:

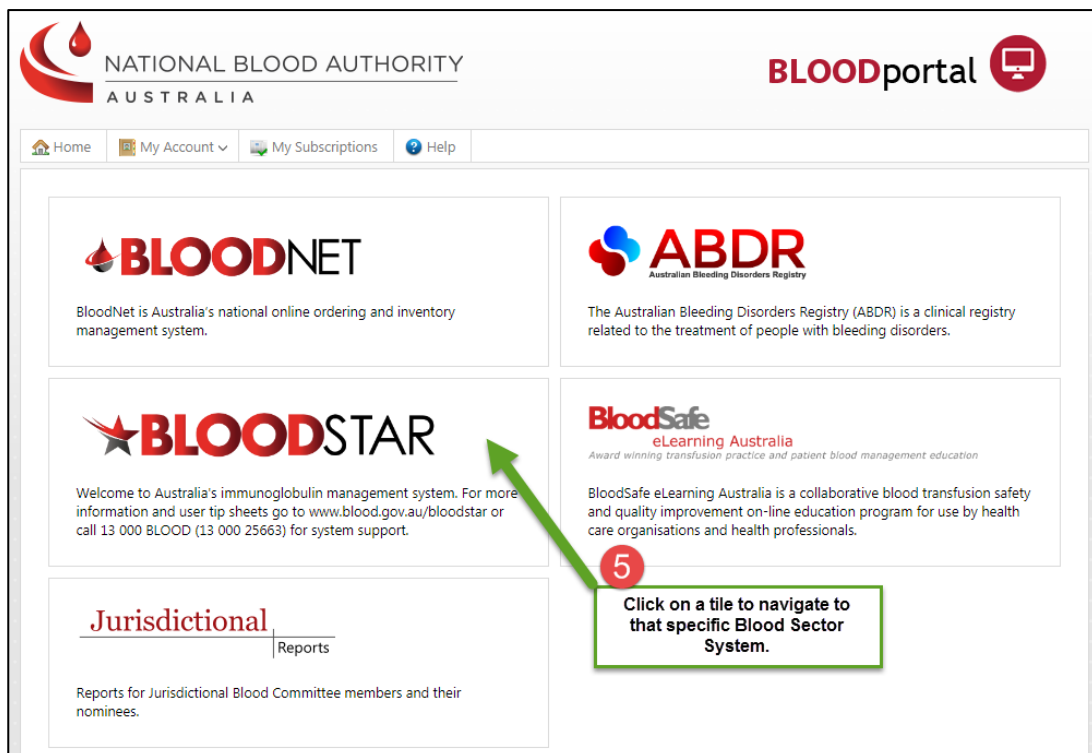
- Uppercase letters
- Lowercase letters and
- Numbers.

Note: When entering the new password, the system displays the password requirement line in green with a tick if the password complies or red with a cross if the password doesn't comply with the requirements.

Step 5

You will now be taken to the Blood Sector Systems home page. To access a Blood Sector System, click on the appropriate tile and follow the prompts to complete an access request.

Note: You are not required to create additional BloodPortal accounts should you need access to other facilities. If you need access to a different facility, you will need to submit an access request to the required facility within one of the Blood Sector Systems.



The screenshot shows the Blood Portal home page with the following elements:

- Header:** NATIONAL BLOOD AUTHORITY AUSTRALIA logo on the left and BLOODportal logo on the right.
- Navigation:** Home, My Account, My Subscriptions, and Help links.
- System Tiles:**
 - BLOODNET:** 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 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.
- Annotation:** A green arrow points to the BLOODSTAR tile, which is highlighted with a green box and a red circle containing the number 5. A text box next to the arrow says "Click on a tile to navigate to that specific Blood Sector System."

You may also wish to review the user support materials for the systems you use. Support material can be located on the NBA website: <https://www.blood.gov.au/blood-systems>