Tip Sheet

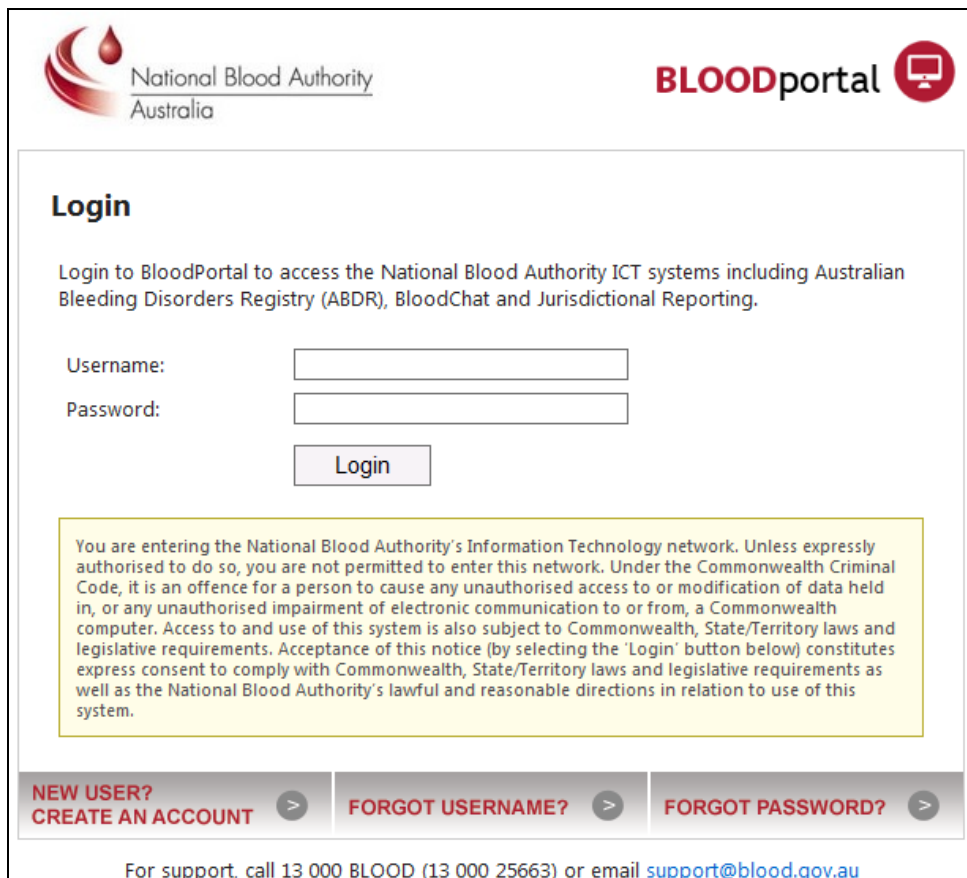## User Approval Process by Facility Administrator

Purpose

This Tip Sheet is designed for facility administrators to understand how to approve requests for access to your BloodNet facility so that users can access their site in BloodNet.

Pre-requisite

Facility administrators must have already created their own BloodPortal account at http://portal.blood.gov.au, have requested access to BloodNet and been approved by another facility administrator (or the NBA if you are the first facility administrator to apply at your site). Please refer to the *Registering for an individual login to BloodNet Tip Sheet* if you have not already created your account.
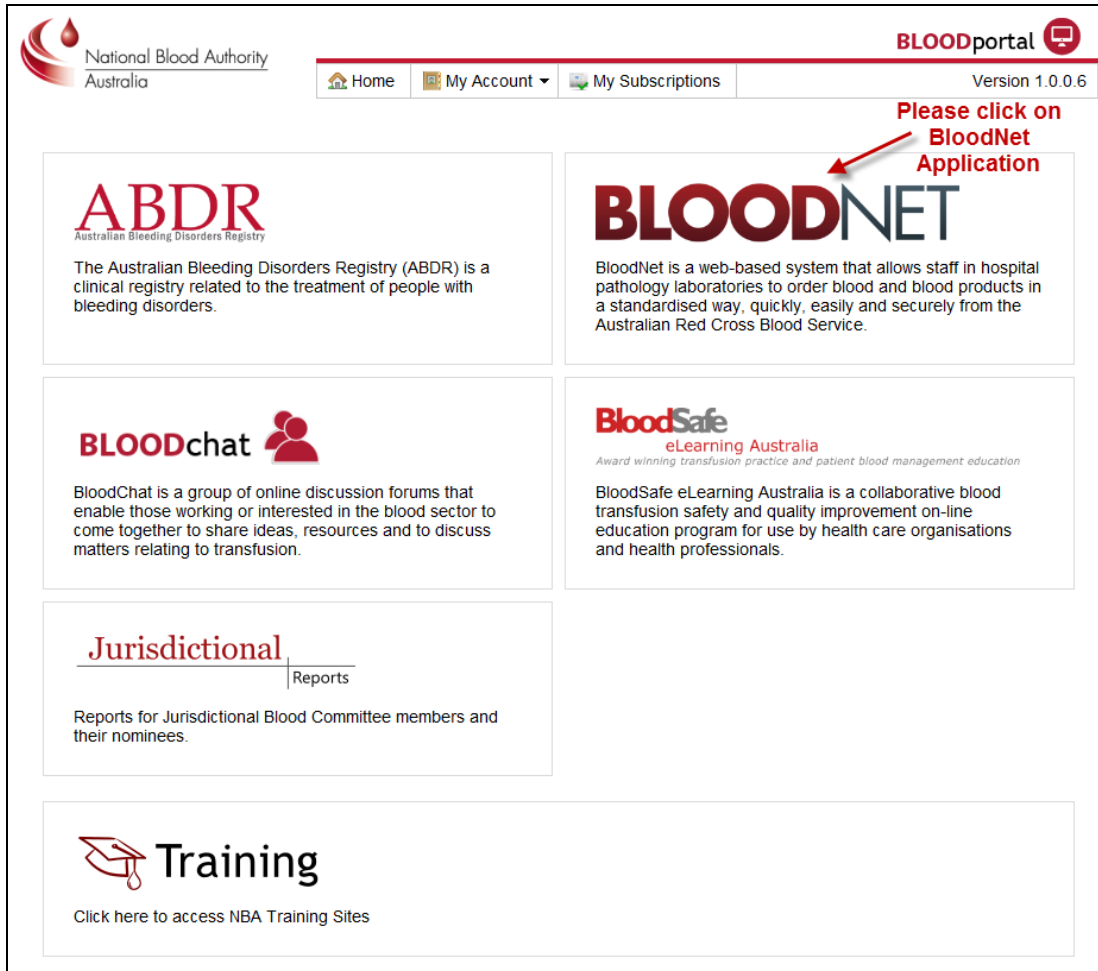
Step 1

Navigate in a web browser to https://portal.blood.gov.au and login using the username and password you have previously created.

National Blood Authority Australia

BLOODportal

Login

Login to BloodPortal to access the National Blood Authority ICT systems including Australian Bleeding Disorders Registry (ABDR), BloodChat and Jurisdictional Reporting.

Username:

Password:

Login

You are entering the National Blood Authority's Information Technology network. Unless expressly authorised to do so, you are not permitted to enter this network. Under the Commonwealth Criminal Code, it is an offence for a person to cause any unauthorised access to or modification of data held in, or any unauthorised impairment of electronic communication to or from, a Commonwealth computer. Access to and use of this system is also subject to Commonwealth, State/Territory laws and legislative requirements. Acceptance of this notice (by selecting the 'Login' button below) constitutes express consent to comply with Commonwealth, State/Territory laws and legislative requirements as well as the National Blood Authority's lawful and reasonable directions in relation to use of this system.

NEW USER? CREATE AN ACCOUNT > **FORGOT USERNAME?** > **FORGOT PASSWORD?** >

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

![National Blood Authority Australia logo]

BLOODNET

Step 2

Click on the BloodNet Application link:

Step 3

Click on the *Access Request* link in the top right hand corner and it will direct you to the page shown below. This screen will display a list of all users who have requested access to the BloodNet sites that you are a facility administrator for. Please click the *Action* link as indicated by *B* below to view the request details. You can also click on *Filter Access Requests* (see *A* below) to filter requests by pending, approved or rejected as required. Each page only displays 10 records at a time so check for additional pages to ensure no requests have been left out.
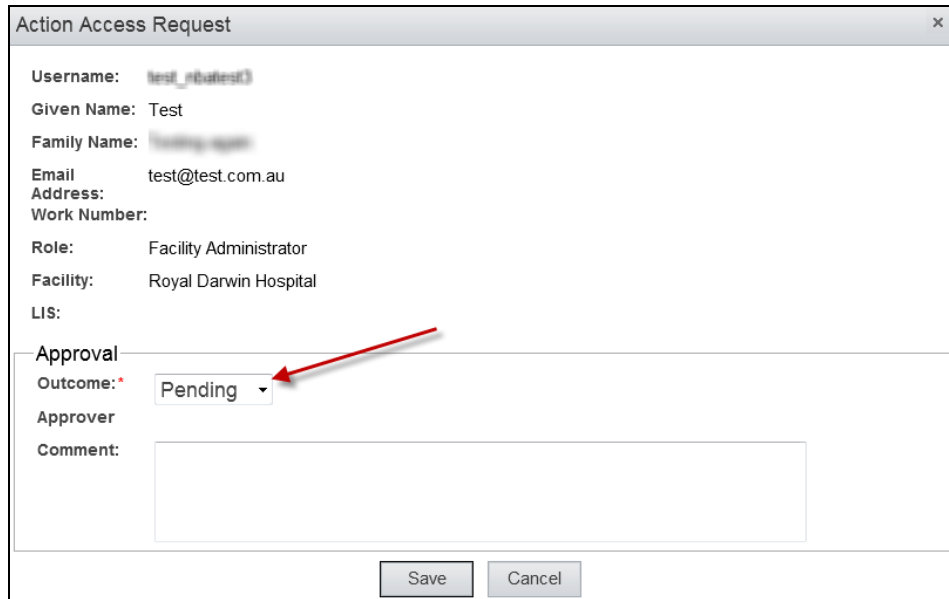
BloodNet Approvals

		A			
▼ Filter Access Requests	✗ Clear Filter				

Action	Submitted	**B**	User Name	Role	Facility / LIS Name	Approval Status
Action	23/11/2012 4:01:40 PM +11:00		test_nbatest3	Facility Administrator	Royal Darwin Hospital	Pending
Action	23/11/2012 2:21:21 PM +11:00		tes_nbatest2	Facility Administrator	Royal Darwin Hospital	Rejected
Action	23/11/2012 2:19:19 PM +11:00		tes_nbatest2	Facility User	Royal Darwin Hospital	Accepted
Action	23/11/2012 11:32:31 AM +11:00		test_nbatest	Facility Administrator	Royal Darwin Hospital	Accepted
Action	17/11/2012 12:25:46 AM +11:00		Claudine Cassella	Facility Administrator	Royal Darwin Hospital	Pending

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Step 4

Once you have clicked on *Action* the screen below will pop up. Please review the details and choose an outcome and make any comments.

When you are finished please click the *Save* button.

Step 5

You are now finished. The user will now have access to your BloodNet site from 5pm (AEDT) 19 January 2013 onwards. **Important:** In the interim existing users can still order and receipt blood and blood products using their existing generic logins. NBA will notify all users on the 19 January when new logins have been activated.

For Further Assistance

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