

## Tip Sheet

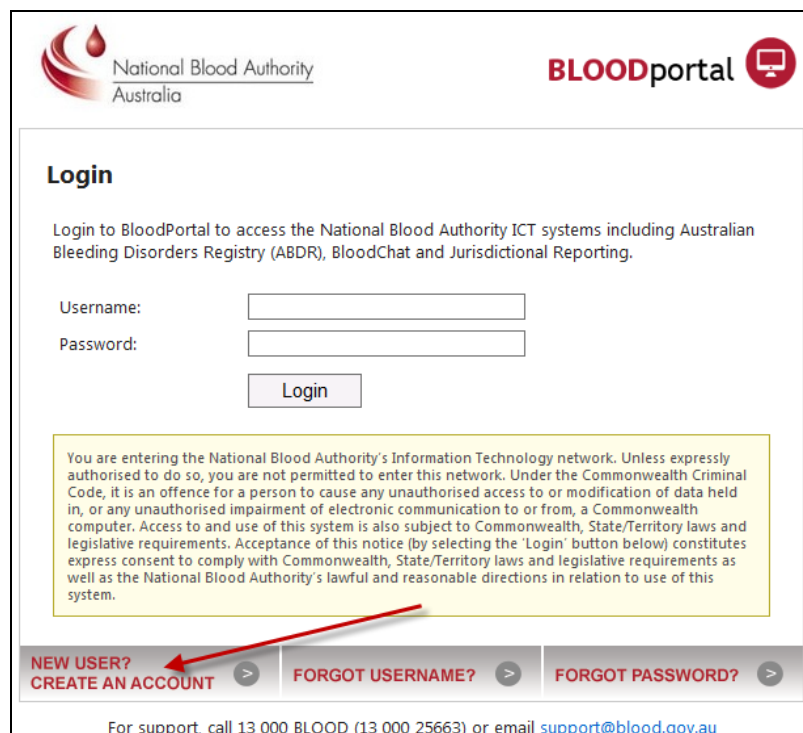
### Registering and Requesting Access to BloodNet


#### 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 continue accessing BloodNet after 19 January 2013. Individual logins are essential for BloodNet to enable an appropriate audit trail to be developed to identify which officers undertook which actions – a crucial step on the path to BloodNet and Laboratory Information System (LIS) interfaces.

#### 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** 

### Login

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

Username:

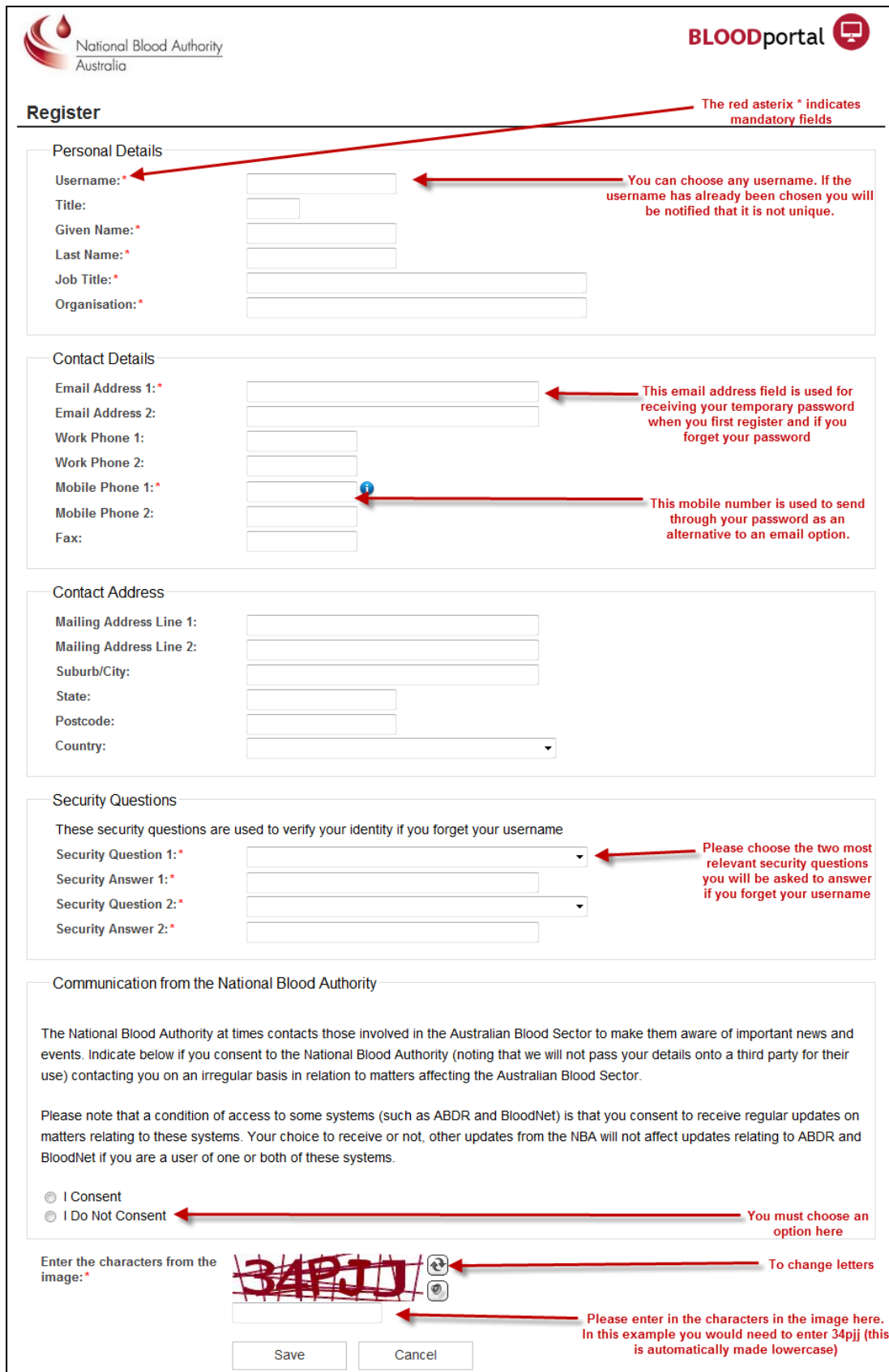
Password:

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](mailto:support@blood.gov.au)

This will take you to the registration page shown below to be able to create a new BloodPortal account.



**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: \*  This mobile number is used to send through your password as an alternative to an email option.

Mobile Phone 2:

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 you will be asked to answer if you forget your username

Security Answer 1: \*

Security Question 2: \*

Security Answer 2: \*

**Communication from the National Blood Authority**


The National Blood Authority at times 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 pass your details onto a third party for their use) contacting you on an irregular basis in relation to matters affecting the Australian Blood Sector.

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.

I Consent

I Do Not Consent You must choose an option here

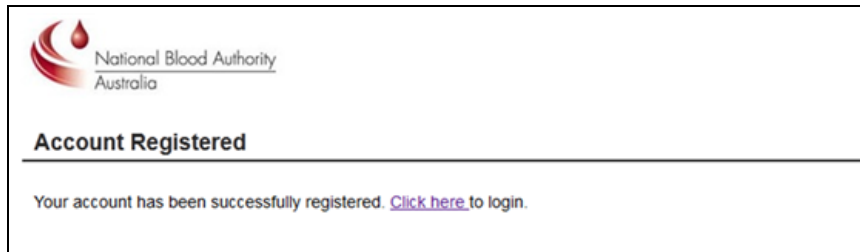
Enter the characters from the image: \*  To change letters

 Please enter in the characters in the image here. In this example you would need to enter 34pjj (this is automatically made lowercase)

## 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.

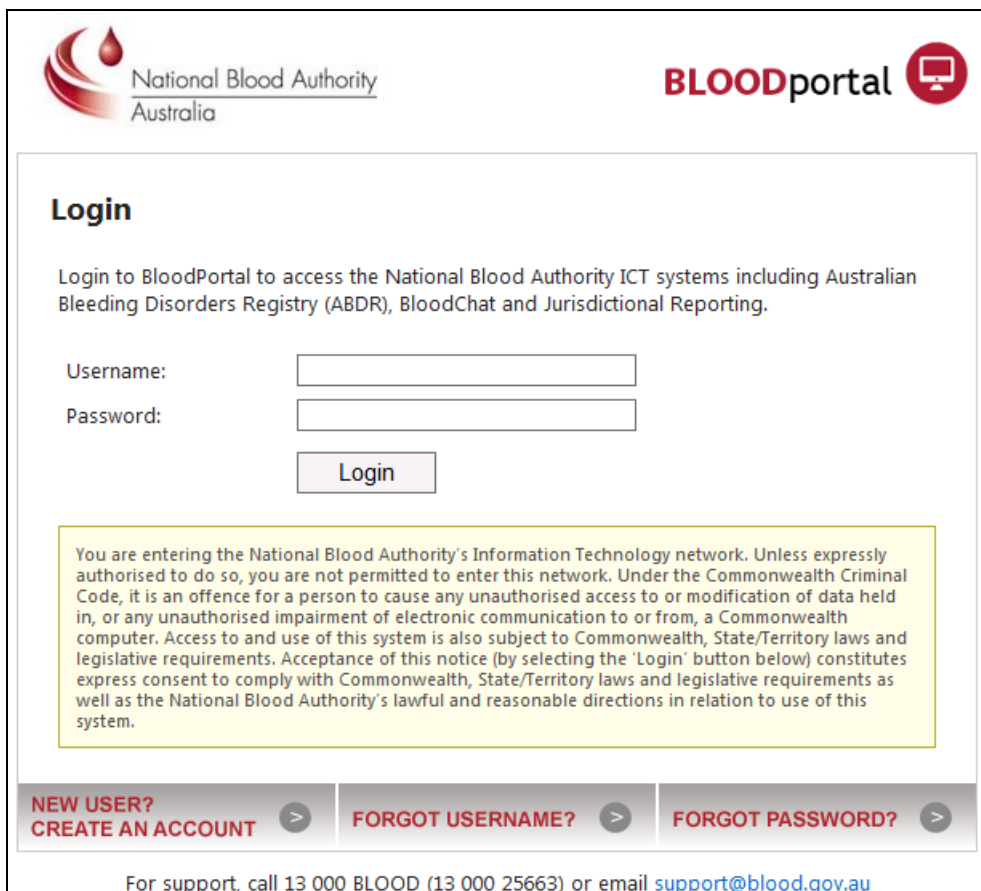
A temporary password will be sent through to your nominated email address and mobile phone number.



## Step 3

You have now finished registering your BloodPortal account.

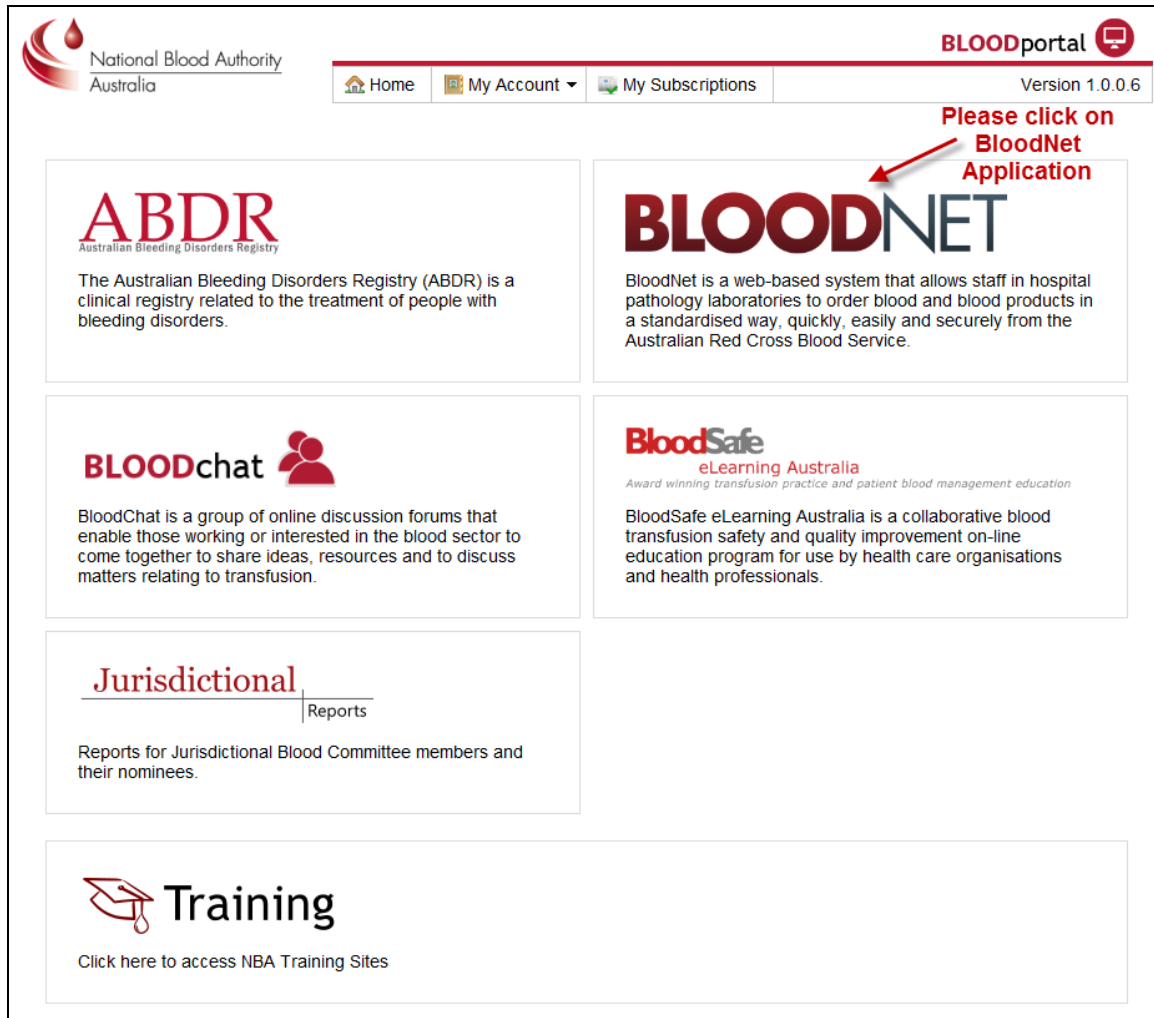
The next step is to login and request access to BloodNet. Navigate in a web browser to <https://portal.blood.gov.au>. You will need to enter the username you created for BloodPortal above and the temporary password you will should have now received via email or SMS. As this is the first time you are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



The screenshot displays the login interface for BloodPortal. At the top left is the National Blood Authority Australia logo, and at the top right is the "BLOODportal" logo with a computer icon. The main heading is "Login". Below this, a paragraph explains that logging in provides access to various ICT systems. There are two input fields: "Username:" and "Password:". A "Login" button is positioned below the password field. A yellow-bordered box contains a legal disclaimer regarding network access. At the bottom, there are three buttons: "NEW USER? CREATE AN ACCOUNT", "FORGOT USERNAME?", and "FORGOT PASSWORD?". The footer text reads: "For support, call 13 000 BLOOD (13 000 25663) or email [support@blood.gov.au](mailto:support@blood.gov.au)".

## Step 4

After logging in you will see the BloodPortal home page as shown below. From here you can access My Subscriptions for NBA Subscriptions, the blood sector chat forum BloodChat and the BloodNet application page. Please click on the BloodNet link to request access to your BloodNet Facility as shown below.



The screenshot shows the BloodPortal home page. At the top left is the National Blood Authority Australia logo. At the top right is the 'BLOODportal' logo with a computer icon and the version number 'Version 1.0.0.6'. Below the logo is a navigation menu with 'Home', 'My Account', and 'My Subscriptions'. The main content area is divided into several sections:

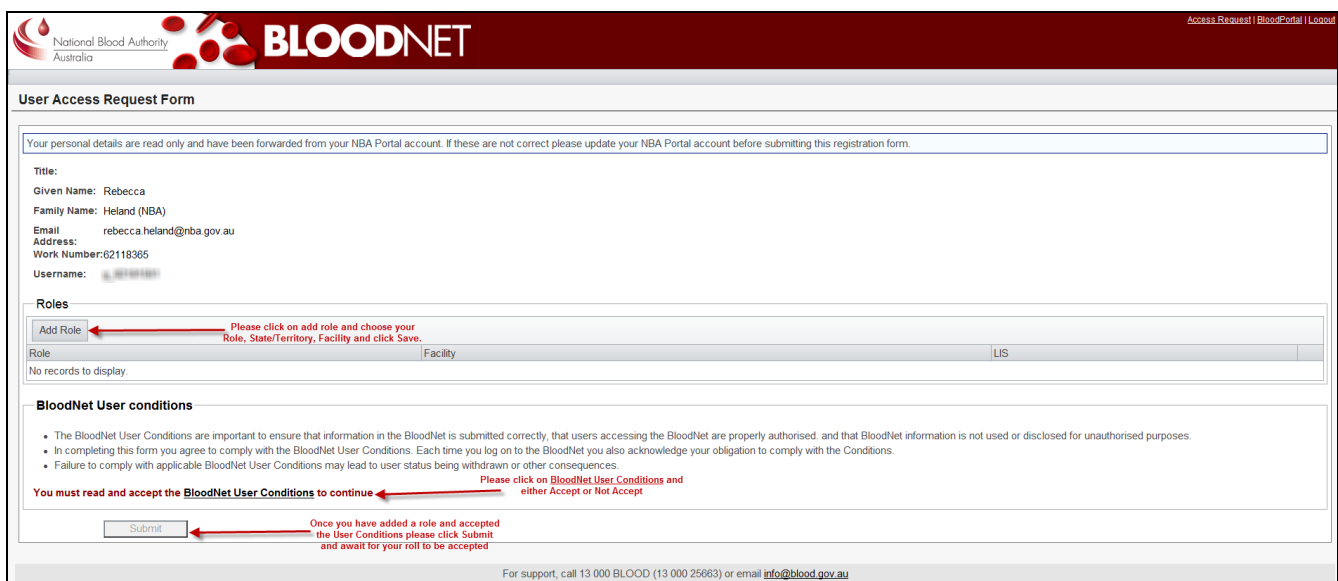
- ABDR** (Australian Bleeding Disorders Registry): A clinical registry related to the treatment of people with bleeding disorders.
- BLOODNET**: A web-based system that allows staff in hospital pathology laboratories to order blood and blood products in a standardised way, quickly, easily and securely from the Australian Red Cross Blood Service. A red arrow points to the 'BLOODNET' text with the text 'Please click on BloodNet Application'.
- BLOODchat**: A group of online discussion forums that enable those working or interested in the blood sector to come together to share ideas, resources and to discuss matters relating to transfusion.
- 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.
- Training**: Click here to access NBA Training Sites.

You will then be directed to the BloodNet Access Request and Approval page.

Please click on *Add Role* and choose your state/territory, facility and most suitable role as outlined below. Please add all roles that are applicable to your employment (including various roles across multiple facilities if applicable).

Available Roles to choose from:

- **Facility User:** General users of BloodNet to order, receive and fate blood and blood products.
- **Facility Administrator:** Users of BloodNet with administrator rights which gives the ability to approve users, change templates and add news items. Once approved facility administrators will also be granted facility user access to the facility indicated.
- **LIS Administrator:** Responsible for monitoring and configuring anything required for LIS interfacing with BloodNet. You should only select this option if you are involved in implementing a BloodNet-LIS interface at your facility.



The screenshot shows the 'User Access Request Form' in the BloodNet system. At the top, there is a header with the National Blood Authority Australia logo and the 'BLOODNET' title. In the top right corner, there are links for 'Access Request', 'BloodPortal', and 'Logout'. The form contains a section for 'Your personal details' with fields for Title, Given Name (Rebecca), Family Name (Heland (NBA)), Email (rebecca.heland@nba.gov.au), Address, Work Number (62118365), and Username. Below this is a 'Roles' section with an 'Add Role' button and a table with columns for 'Role' and 'Facility'. A red arrow points to the 'Add Role' button with the text: 'Please click on add role and choose your Role, State/Territory, Facility and click Save.' Below the roles section is the 'BloodNet User conditions' section, which includes a list of conditions and a 'Submit' button. A red arrow points to the 'Submit' button with the text: 'Once you have added a role and accepted the User Conditions please click Submit and await for your roll to be accepted'. Another red arrow points to the 'BloodNet User conditions' section with the text: 'Please click on BloodNet User Conditions and either Accept or Not Accept'. At the bottom of the form, there is a footer with support contact information: 'For support, call 13 000 BLOOD (13 000 25663) or email info@blood.gov.au'.

Once you have added all roles that apply to your position please click on the *BloodNet User Conditions* and read through and click to accept or not accept. This will then acknowledge your acceptance or rejection.

Finally, please click the *Submit* button. This will forward your access request to your facility administrator for approval.

## Step 5

Please wait for your facility administrator (or the NBA if you are the first facility administrator to apply from your site) to approve your request. You will receive an email once the process is complete. Once one facility administrator is approved the NBA will no longer approve access to facilities or LIS BloodNet sites except in extenuating circumstances.

You can determine the status of your application on this screen anytime you are logged on by clicking the *Access Request* link on the top right hand side of the screen, as can be seen in the above screenshot.

## 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).