BLOODNET

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:		Forgot username?
Password:		Forgot password?
	Login	New user? Create an account

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 clicking the *Login* button above) 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.

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

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

NATIONAL BLOOD AUTHORITY AUSTRALIA

BLOODNET

NATIONAL BLOOD AUTHORITY
AUSTRALIA

BLOODportal

Register

The red asterix * 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)   **This mobile number 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 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   **You must choose and option here**
○ I Do Not Consent

Enter the characters from the image: *   D5VH3   **To change letters**

Please enter in the characters in the image here. In this example you would need to enter d5vh3 (this is automatically made lowercase)

Save   Cancel

v 1.2.0

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.

NATIONAL BLOOD AUTHORITY
AUSTRALIA

BLOODportal

Account Registered

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 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.

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: [|]   Forgot username?

Password: [ ]   Forgot password?

[Login]   New user? Create an account

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 clicking the *Login* button above) 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.

For support, call 13 000 BLOOD (13 000 25663) or email 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.

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

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.

User Access Request

Session expires in 18:14

Your personal details are read only and have been forwarded from your BloodPortal account. If these are not correct please update your BloodPortal account before submitting this registration form.

User Details

Given Name:	Kirsty
Family Name:	Radford (NBA)
Email Address:	kirsty.radford@nba.gov.au
Work Number:	02) 62118343
Username:	g_82181596

Access Request History

No records to display.

Roles

Select *Add Role* and choose the Role/Facility you require access to.

➕ Add Role

Please click on add role and choose your Role, State/Territory, facility and click Save

Role	Facility	LIS
No records to display.		

BloodNet User conditions

- The BloodNet User Conditions are important to ensure that information in the 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 BloodNet User Conditions. Each time you log on to the BloodNet you also acknowledge your obligation to comply with the Conditions.
- Failure to comply with applicable BloodNet User Conditions may lead to user status being withdrawn or other consequences.

You must read and accept the **BloodNet User Conditions** to continue

Please click on BloodNet User Conditions and either Accept or Not Accept

Submit

Once you have added a role and accepted the User Conditions please click Submit and await for your role to be accepted

For support, call 13 000 BLOOD (13 000 25663) or email support@blood.gov.au | BloodNet v4.0.0.17

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.