## **Blue Card** Services



Working together to keep kids safe

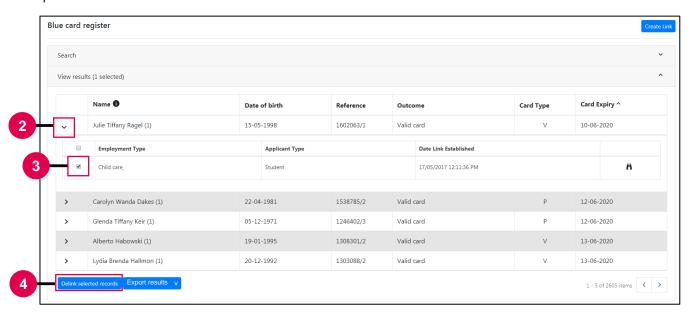
## Delinking a card holder - Quick Reference guide

If a blue card applicant or card holder stops child-related activities with your organisation, you must notify us by delinking the card holder from your organisation.

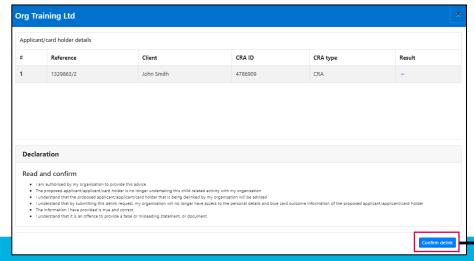
To access the Organisation Portal, go to <a href="https://orgportal.bluecard.qld.gov.au">https://orgportal.bluecard.qld.gov.au</a>.

## Removing a link (delinking)

- 1. Navigate to the 🗷 Blue card register.
- 2. Click > next to the person you wish to delink.
- 3. Select the check box next to the child-related activity you wish to remove.
  - a. If you wish to delink more than one person (bulk delink), repeat steps 2 and 3 for all relevant people.
- 4. Click Delink selected records.



- 5. In the pop-up, read the declaration and click Confirm delink.
  - a. If you change your mind, click the **X** in the top right-hand corner to return to the Blue card register.



When complete, a ✓ will appear in the Result column. The link between the two parties is now deactivated. You will no longer have visibility of the applicant or card holder and will not be able to see the blue card outcome or any changes in status. Should the link between your organisation and the applicant/card holder need to be re-established, you must undertake the link process again. When a link is removed, the person you delinked will receive a notification.

## Need help?

Call us on **1800 113 611** or **07 3211 6999**, email <u>organisationportal@bluecard.qld.gov.au</u> or <u>visit</u> <u>www.qld.gov.au/bluecardorgportal</u>. If you need an interpreter, contact **Language Loop** on 1800 512 451.