



Managing portal users – Quick Reference guide

You can add as many portal users as you wish, provided the nominated person have a genuine role in managing blue card records and obligations for an organisation and the authority of the organisation.

Please keep in mind that any user can see the information, including confidential and sensitive information, and undertake all actions within the portal once access is provided.

Registered vs verified users

Registered users have created their accounts but not yet verified their mobile number and identity details. Registered users can log in to the portal but are unable to be added to an Organisations Portal account.

Verified users have created and verified their accounts and are able to be added to an Organisations Portal account.

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

Adding a portal user

To add a portal user to your organisation's account:

1. Navigate to the Organisation details screen.
2. Click Add portal user.

Organisation details

Organisation ID

1026767

Postal address

123 Fake Street,
Suburb, QLD, 4000

Name

Org Training Ltd

Physical address

ABN/ACN

Email

Phone number

0712345678

Website



N/A

Edit

Portal users

Add portal user

2

Name	User ID	User role	Actions
Organisation Training User	OP000000203	Organisation Administrator.	 

3. Enter the portal user ID and date of birth of the person you wish to add.

4. Click Search user.

Add portal user

Portal user ID

Date of birth

Search user

5. Confirm that the portal user details are correct and click Add user.
6. If they're incorrect, click Find another user or X to go back.

Confirm portal user

Portal user ID : OP000000734

Account details	Verified user details
First name	First name
Orgadmin	Org
Middle name	Middle name
N/A	N/A
Last name	Last name
User	Admin
Portal user email	Date of birth
	01-01-1985

Organisations user is associated with

Find another user Add user

7. You will receive verification that the association between portal user and organisation has been successfully created. You can either:
 - a. Click X to return to the Organisation details screen.
 - b. Add another user.

Confirm portal user

Portal user ID : OP000000033

Account details	Verified user details
First name	First name
FOBShakeTWO DDD	FOBShakeTWO
Middle name	Middle name
N/A	TWOTWO
Last name	Last name
Unverified DDD	Unverified
Portal user email	Date of birth
	01-01-1972

Organisations user is associated with


✓ Portal user successfully added.

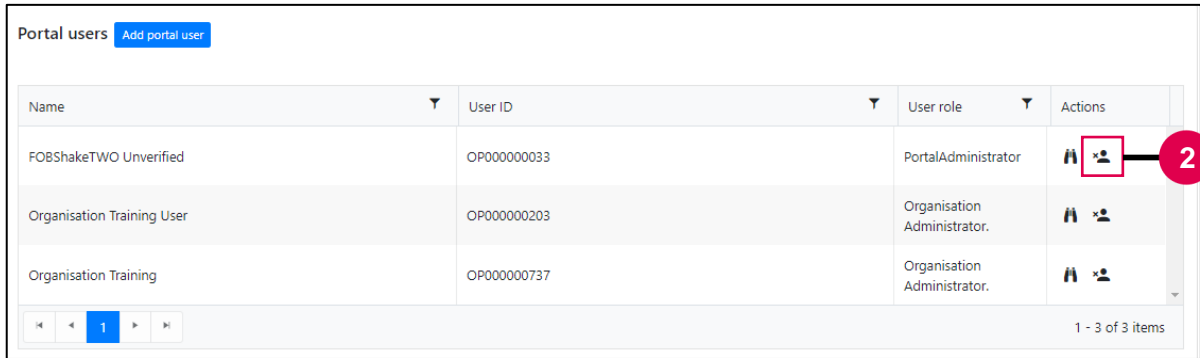
Add another user




If the portal user you added is logged in to their account, they'll need to log out and back in to view the new Organisations Portal account. Alternatively, your organisation's authorised representative can complete and submit the *Organisation Portal—add portal user to organisation portal account* form.

Removing a portal user

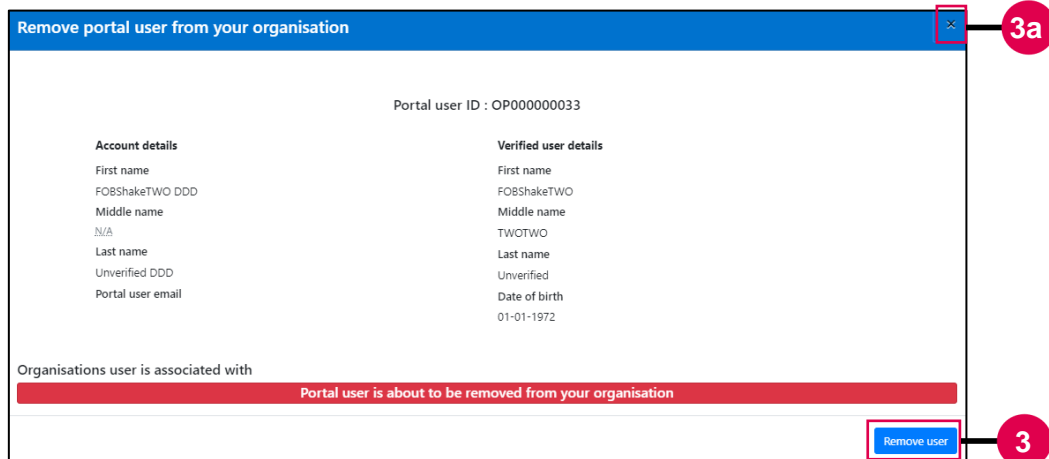
To remove a portal user from your organisation's account:

1. Navigate to the Organisation details screen.
2. In the Portal users table, click , in the Actions column.



Name	User ID	User role	Actions
FOBShakeTWO Unverified	OP000000033	PortalAdministrator	
Organisation Training User	OP000000203	Organisation Administrator.	
Organisation Training	OP000000737	Organisation Administrator.	

3. In the confirmation pop up screen, click Remove user.
 - a. If you change your mind, click the **X** in the top right-hand corner to return to the Organisation details screen.



Remove portal user from your organisation

Portal user ID : OP000000033

Account details First name FOBShakeTWO DDD Middle name N/A Last name Unverified DDD Portal user email	Verified user details First name FOBShakeTWO Middle name TWOTWO Last name Unverified Date of birth 01-01-1972
---	--

Organisations user is associated with

Portal user is about to be removed from your organisation

Remove user

Alternatively, your organisation can contact us to request access for a portal user be removed.

Need help?

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