



For any Queensland Health placements, students require a Blue Card, which is the Queensland version of a Working With Children Check (WWCC).

Western can add as many portal users as required, provided the nominated people have a genuine role in managing blue card records and obligations for Western, and have the authority to do so. There is only one administrator role, which is held by the Placements Hub.

Please keep in mind that all users can see all information (including confidential and sensitive information) and undertake all actions within the portal once access is provided. There are registered and 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 organisation's portal account.
- Verified users have created and verified their accounts and are able to be added to an organisation's portal account.

Schools manage student applications for Blue Cards.

The Placements Hub manages staff user access to Western's Organisational Portal with Blue Card. Each user of the Organisation Portal will require a user account; a portal user account cannot be shared. Prospective users can self-create their own portal user account online.

PERSONAL ACCOUNT - STAFF ACCESS

To create a personal user account, click [this link](#) and follow the instructions:

- Verification with the Queensland Government requires submission of specified details for 100 points of identity documentation.
- Once the user's identity documents are verified online, the system generates a Portal User ID for you. This User ID is essential for you to log in to Western's Organisational Portal.
- You should record your User ID, and send your ID with your birthdate to the placements Hub for connection to Western's Organisational Portal.

ACCESS TO THE PORTAL

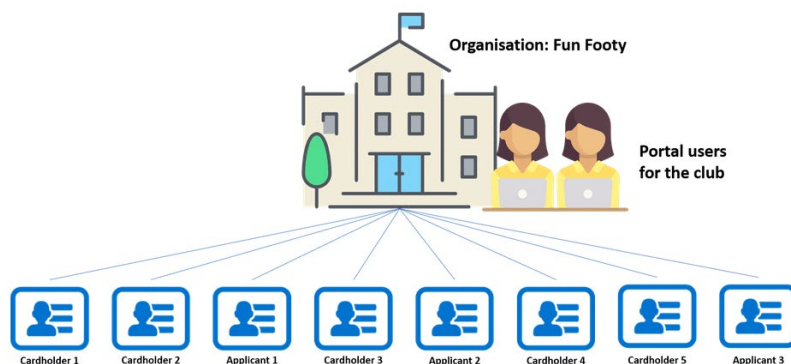
To access the Organisation Portal, go to <https://orgportal.bluecard.qld.gov.au>. To log in, your username is the email address you registered with, and your password you set when creating your user account.

Portal users can link, delink, make payments, view the blue card register and view notices. The contact person is notified by express post if there is a negative notice issued, or a card is suspended or cancelled but users will also see this outcome in the Organisation portal.

ORGANISATIONAL MODEL

Western will utilise the centralised model where all applicants and card holder records are visible through one Organisation Portal account.

Centralised model



This will limit re-linking applicant/card holder records when staff changeovers occur, or any students move across disciplines or Schools for a placement; all student details will be visible by all portal users (being respectful of any including confidential and sensitive information).

CORRESPONDENCE

When a blue or exemption card is approved you will receive the approval notifications in your Notices tab; you will not receive a notification via email.

Correspondence such as a negative notice (i.e. blue/exemption card is denied), suspended card or cancelled card, will be issued via post. This correspondence is centralised to one organisation representative (to the Hub) and will only be posted to one preferred mailing address to manage risk of access to sensitive information.

The Placements Hub will scan and forward any paper-based correspondence to relevant Schools.

ONLINE TRAINING MODULES

Blue Card has several online training modules to help you:

- [gain an understanding of the Organisation Portal's features](#)
- [manage your applicants and card holders](#)

QUICK REFERENCE GUIDES

Additionally, Blue Card have developed quick reference guides to help you:

- [create a portal user account](#)
- [update and verify your account details](#)
- [manage your portal users](#)
- [manage your links](#)
- [linking card holders](#)
- [delink card holders](#)
- [make payments](#)
- [view notices](#)
- [keep your information and account safe](#)
- [support your applicants to apply online](#)
- [support your applicants to apply offline](#)
- [support card holders to renew online and offline.](#)