

## QuickStart Guide Series Utilization Report

### 1 Getting Started

#### Start

1 Login to SIERA Utilization at <https://siera.oshpd.ca.gov>.

2 First-time SIERA Utilization users will be directed to the *My Profile* page and the facilities associated with this account will be listed.

SIERA Login

Email: john.smith@unicorn.com

Password: [masked]

Forgot Password?

Login Cancel

Authorization to access this system is restricted to authorized users. All other access is unauthorized and unlawful. This system is monitored for information security and proper usage. Your use of this system constitutes your consent that all of your system activities can be monitored. Unauthorized use may be subject to California Penal Code Section 502.

By logging in I acknowledge I have read and understand the above statement.

3 On this page you will complete the entry of your profile by adding or updating your:

- Title and organization

Annual Utilization Reports john.smith Logout

Home User Administration

### My Profile

To make a change to your profile update the information below and then click the Update button. Items marked with an asterisk are required.

\* Email: john.smith@unicorn.com

Re-enter Email: [input]

\* First Name: john

Middle Initial Name: [input]

\* Last Name: smith

Title: [input]

\* Organization: [input]

\* Country: United States of America

\* Street: [input]

\* City: [input]

\* State: AK - Alaska

ZIP/Postal Code: [input]

\* Phone: [input]

Fax: [input]

Receive Reminder and Delinquent Emails:

\* Update Password: [input]

\* Re-Enter Updated Password: [input]

| Associated Facilities          | Primary Contact                     |
|--------------------------------|-------------------------------------|
| 306184014-BANNER HEALTH CLINIC | <input checked="" type="checkbox"/> |
| 306184014-BANNER HEALTH CLINIC | <input checked="" type="checkbox"/> |
| 306184014-BANNER HEALTH CLINIC | <input checked="" type="checkbox"/> |

Update Reset Home



- Street, city, state, and ZIP/postal code
- Telephone number
- New password

When ready, click  . On the next page, click  .

- 4 Once your profile has been updated, you will be able to go to the *Home* page to add, revise, and view your SIERA Utilization reports. In addition, you will be able to add other new users, associate them to your facility, or change your password. Please note that only Primary Contacts have SIERA rights to add and associate users.

**Finish**

If you have any questions about how to use SIERA Utilization, you will find help information in the Help links found at the bottom of most pages. For additional assistance, please contact the OSHPD Utilization team at [utilization@oshpd.ca.gov](mailto:utilization@oshpd.ca.gov).