

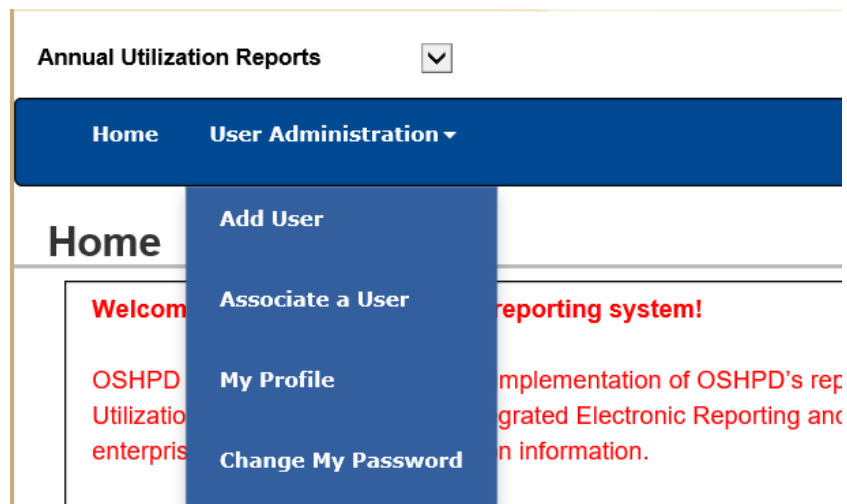
QuickStart Guide Series Utilization Report

2 How to Add New Users

Start

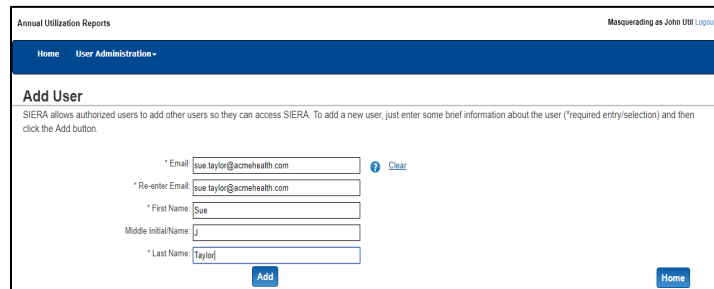
- 1 Login to SIERA Utilization at <https://siera.oshpd.ca.gov>. (Only Primary Contacts are able to add user and associate them to the same facilities that the primary contact are associated with.)

- 2 Go to the User Administration tab, click open the tab, select Add User.



3 On this page, you will complete the entry of the new user information by entering their:

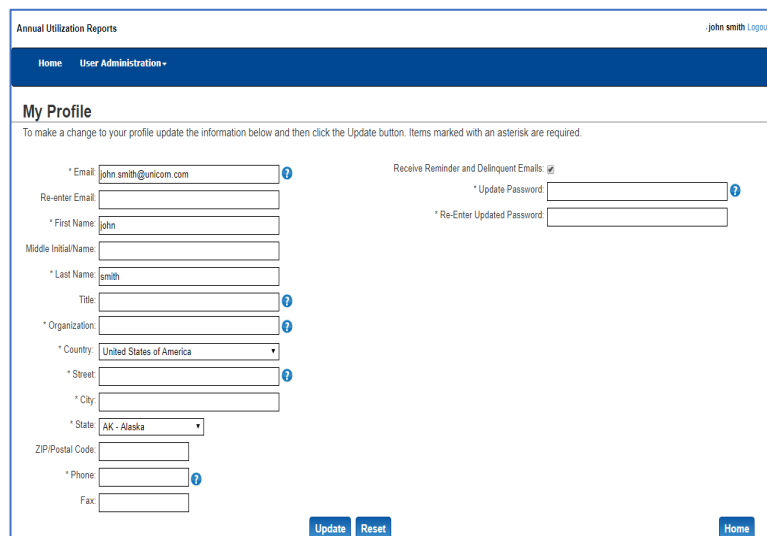
- Email
- Re-enter Email
- First Name
- Middle Initial /Name
- Last Name



When completed, click [Add](#)

4 Once the new user's information has been added, they will receive an email from SIERA giving them instructions to access the system. Once completed they will be able to go to the Home page to submit, revise and view SIERA Utilization reports.

5 The new user will need to complete the My Profile page and change their password. Once completed they will be able to go to the Home page to submit, revise and view SIERA Utilization reports.



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

Once they have completed filling out the information, they will be able to go to the *Home* page to submit, revise, and view Siera Utilization reports.

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.