

## QuickStart Guide Series

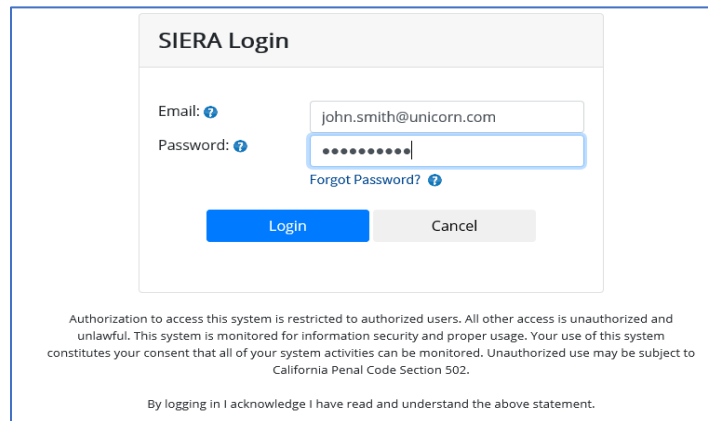
### Utilization Report

#### 3 Managing Users

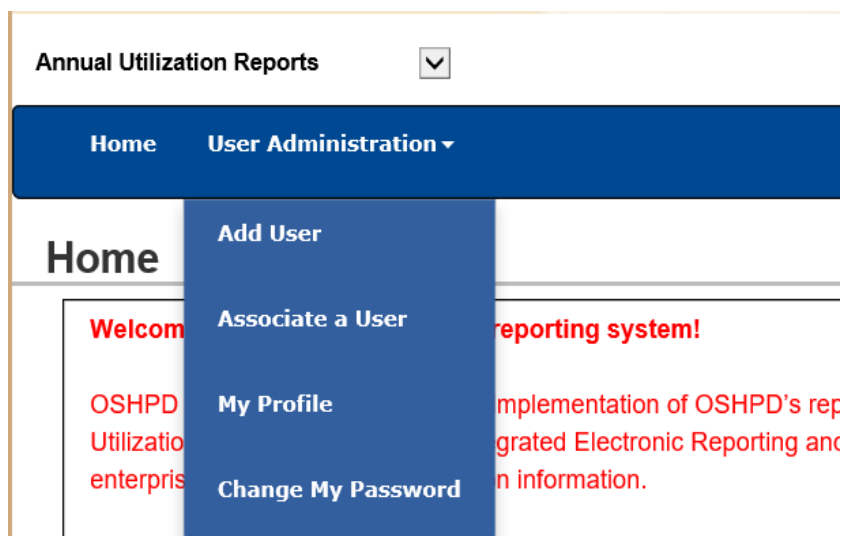
##### Start



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

(Only Primary Contacts are able to add new and associate existing users to the same facilities that the primary contact are associated with.)



- 2 Go to the User Administration tab, click open the tab, User Administration, Select, **Associate a User**



- 3 A new page opens, Associate User. This page allows you to associate existing SIERA users and manage current users associated to your facilities.
- 4 Search for an existing users name to associate them to your facilities. Then select the facilities to associate to this user.
- 5 If you cannot find a user and want to add them as a user, click Add User.
- 6 To modify facility association of existing users, select the user on the Associate User page. Check or uncheck the box next to the facility to update the associations and click on .
- 7 A confirmation screen will appear and click on  to apply changes.
- 8 SIERA will generate an email to the user informing them of changes to their SIERA account and facility associations.

## Associating/Disassociating Yourself

- 1 Users may find a need to be associated or disassociated from a facility. SIERA does not allow non-primary contact users to associate or disassociate themselves. The user must ask the primary contact of the facility to associate them. The user may also contact OSHPD for help.

**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).