HCAi
Patient Level Data Quick Guide Series

USER ACCOUNT ADMINISTRATOR (UAA)
Part 1: Add a User

Patient-Level Data

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Home

OSHPD ID   Facility Name

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Facility Users
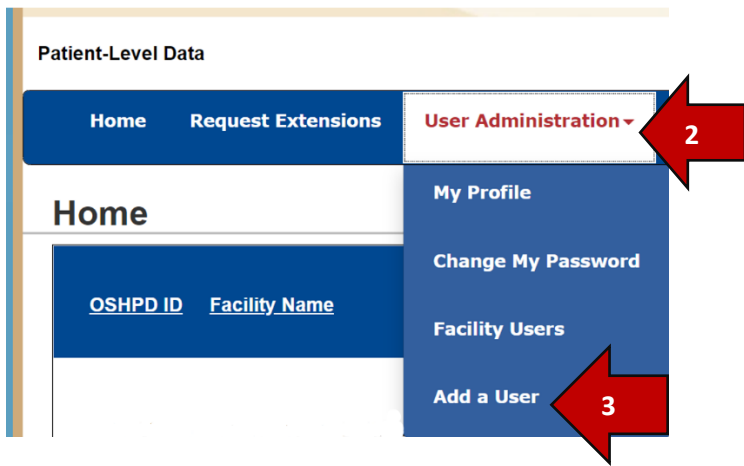
Add a User

1. Log in to SIERA.
2. Click the *User Administration* tab at the top banner.
3. Choose *Add a User* from the drop-down list.

4. On the Add a User page you will complete all required (*) fields for the new user. If the email entered is already associated with an existing SIERA user, you will receive an error message and will be unable to complete the user profile. Contact your HCAI analyst.

   Note: Once you create a user account, only the user can change their email address.

Add a User

SIERA allows authorized users to add other users so they can access SIERA. To add a new user, enter information about the user (values marked with an asterisk are required) and then click the Add User button.

* Email:	Country: United States of America
* Re-Enter Email:	Street Line 1:
* First Name:	Line 2:
Middle Initial/Name:	City:
* Last Name:	State: CA - California
Title:	ZIP/Postal Code:
Organization:	Phone:
	Fax:

Credentials:
Supervisor:
Position Held:
Reminder/Delinquent Emails: ● Receive ○ Opt Out

5. Associate the new user to a facility or multiple facilities. If you want to designate a user as Primary Contact or Secondary Contact, check the appropriate box.
   Reminder: Only HCAI can designate a user as a UAA.

Associated Facilities Check the box next to the facility name to associate the user to the facility.

Select All ☐	Name	OSHPD ID	UAA	Primary	Secondary
☐	Advanced Endoscopy Center	306244032	○ Yes ○ No	☐	☐
☐	Adventist Health and Rideout	106580996	○ Yes ○ No	☐	☐

6. Once all fields have been completed, click Add User. **Add User**

7. Once the new user's information has been added, they will receive an email from SIERA giving them instructions on how to access the system. Refer them to the [Log in to SIERA](#) guide for instructions on how to complete their user profile.