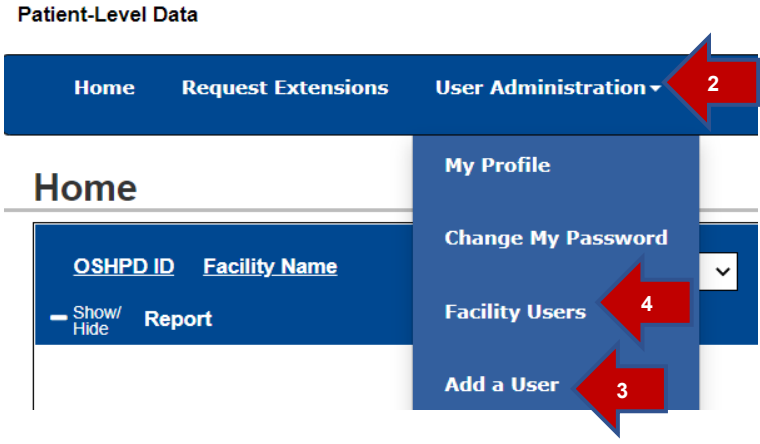


**USER ACCOUNT ADMINISTRATOR (UAA)**  
**Part 2: Associate User to Multiple Facilities**



1. Log in to SIERA.
2. Click on the User Administration tab.
3. If the person is a new user, select *Add a User* from the drop down.
4. If the user is already assigned to a facility, choose *Facility Users* and go directly to step 8 below.

5. On the Add a User page, complete as many fields as possible for the user. Fields with an asterisk (\*) are required. 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.


**5**  \* Email:  ? Country: United States of America  ? Credentials:  ?  
 \* Re-Enter Email:  ? Street Line 1:  ? Supervisor:  ?  
 \* First Name:  Line 2:  Position Held:  ?  
 Middle Initial/Name:  City:  Reminder/Delinquent Emails:  Receive  Opt Out  
 \* Last Name:  State: CA - California  ?  
 Title:  ? ZIP/Postal Code:  ?  
 Organization:  ? Phone:  ?  
 Fax:  ?

6. Below the form, check the box for each facility you want the user to have access to. You must select at least one facility. You can also designate a user as Primary Contact or Secondary Contact by checking the appropriate box. For information on designating a Facility Administrator, see [Change Assigned Contacts](#) guide.

**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
<input type="checkbox"/>	Advanced Endoscopy Center	306244032	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Adventist Health and Rideout	106580996	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Adventist Health Bakersfield	106150788	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Adventist Health Clearlake	106171049	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/>

**6**

7. When completed, click Add User.  The user will get an email with information on how to access the system and complete their user profile. Please refer them to the [Log in to SIERA](#) guide.

8. If the person is already a user, you can assign them to additional facilities on their profile page. Once you've chosen *Facility Users* in step 4 above, it will bring you to a screen where you can choose the facility the user is associated with from the drop-down list.

### Facility Users

Select one of your facilities to view all currently associated users. If you are a primary contact for drug pricing, financial, or utilization reporting, or a UAA for patient level data reporting, then you can change a user's facility roles by adjusting the settings in their row and then clicking Update. Also, you can click a user's name to go to their *User Profile* page to view or change their profile information.

Select Facility:

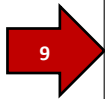


9. After selecting a facility, the list of users associated with that facility will appear. Click on the name of the user you wish to associate with additional facilities.

#### Associated Users

[Add New User](#)

Name	Email	UAA	Primary	Secondary
<a href="#">George Smith</a>	G.Smith@oshpd.ca.gov	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Lupe Cortez</a>	L.Cortez@oshpd.ca.gov	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/>



10. After clicking on a name, you will see the user's profile page. At this point, you can refer to step #6 above to associate the user to additional facilities listed at the bottom of the page.

11. Choose update when you have chosen all applicable facilities you want to add to the user's profile.



The user is now associated with all the facilities chosen. You can confirm this on the User Profile page. If at any step you are experiencing difficulties in associating your user to a facility, contact your assigned analyst.