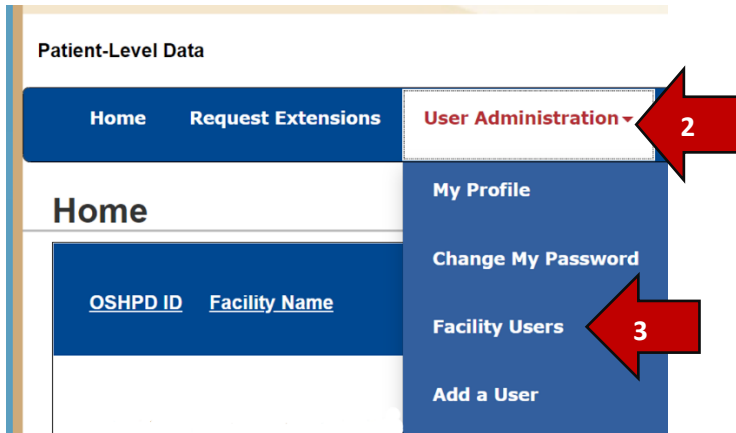


Patient Level Data Quick Guide Series

USER ACCOUNT ADMINISTRATOR (UAA) Part 3: Change Assigned Contacts



1. Log in to SIERA.
2. Click the *User Administrator* tab at the top banner.
3. Choose *Facility Users* from the drop-down list.

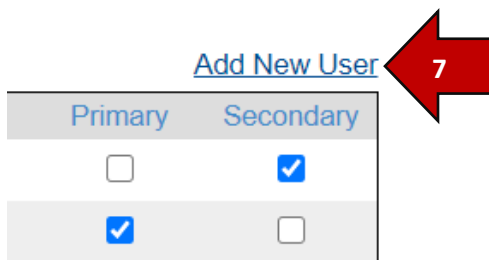
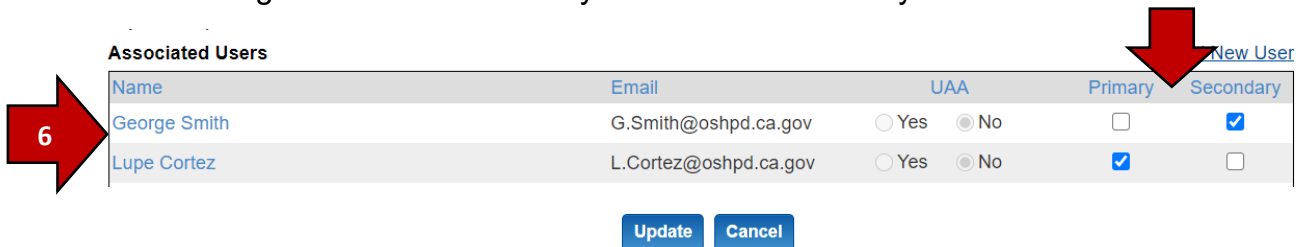
Facility Users

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:

4. If you are the UAA for multiple facilities, choose the applicable facility from the displayed drop-down list.
5. If you are assigning a Facility Administrator, go to step 9.

6. Find the user on the Active Users list and use the check boxes at the right of the screen if you want to designate a user as Primary Contact or Secondary Contact.



7. If the user is not on the list, they can be added using the *Add New User* link. See [Add a User](#) guide for more information.

8. Once you've made the contact changes, click Update. 

Your contact reassignment is complete.

Facility Administrator

9. To add or change the Facility Administrator, complete the steps below. This will assign the person as Administrator but does not give them access to the system. If the person needs access, you will need to also add them as a user in addition to completing the steps below. Please refer to the [Add a User](#) guide for more information.

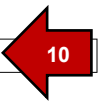
10. Once you've completed steps 1-4 above, you will be on the Facility Users page. Complete the Facility Administrator fields to either add or change the administrator for your facility. The system will use the address on the facility license for mail.

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:

	* First Name	* Last Name	Title	* Email Address
Facility Administrator (CEO or equivalent):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Associated Users [Add New User](#)

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



11. Once the fields are completed, click Update. 

Your Facility Administrator assignment is complete. The name should now appear in the fields.