



QuickStart Guide Series

Utilization Report

3 Managing Users

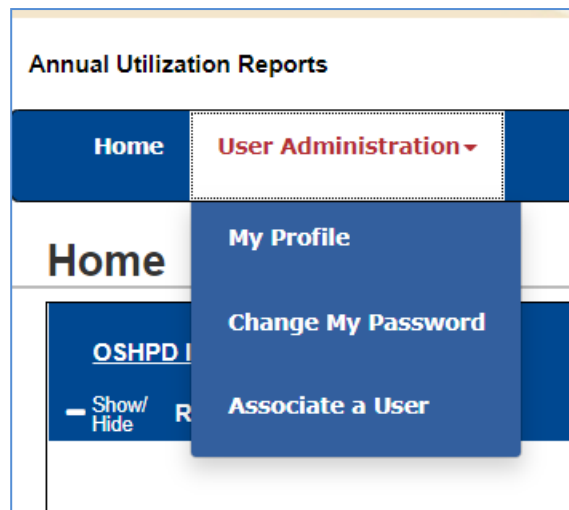
Start

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

Only a **primary contact** has the system rights to add, associate, and remove users from having access to the the reports.

The screenshot shows the SIERA Login interface. It includes fields for Email (john.smith@unicorn.com) and Password (masked with dots). There is a 'Forgot Password?' link and 'Login' and 'Cancel' buttons. Below the form is a disclaimer: 'Authorization to access this system is restricted to authorized users. All other access is unauthorized and unlawful. This system is monitored for information security and proper usage. Your use of this system constitutes your consent that all of your system activities can be monitored. Unauthorized use may be subject to California Penal Code Section 502. By logging in I acknowledge I have read and understand the above statement.'

- 2 Go to the User Administration tab, click the tab, and then click Associate a User.



- 3 The Associate User page opens, where you can link or assign SIERA users to your facilities.

Annual Utilization Reports

Home User Administration >

Associate User

To find the person you want to associate to a facility, enter the person's name, organization, or email address into the Search for User box. When their name appears below the box, click on their name and then click the Select button. You can also locate a person by scrolling through the user list. Once you find the person, click on their Select button. If you cannot find a user and want to add them as a user, click [Add User](#).

Search for User:

OR

Find User in the List:

User Name	Organization	
John Smith	ACME Hospital	<input type="button" value="Select"/>
Bob Jones	First Medical Center	<input type="button" value="Select"/>

- 4 Search or find an existing user by either 1) entering their name in the Search box, and when their name appears from the list, select it, and then click the button, or 2) find their name in the user list and click the button.

Note: If you need to add the person as a new user before you can associate them, click the [Add User](#) link and follow the instructions on that page.

- 5 After selecting the user to associate, the Select Facility page will open.

Select Facility

To associate this user to one or more facilities simply click the checkbox next to each facility name and click the Modify Associations button.

1 facilities found
1 facilities has been selected

John Smith (ACME) has been selected

Select All Facility OSHPD ID Apply Filter

<input checked="" type="checkbox"/>	ACME	106XXXXXX	01/01/00 - Open
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Display 100

To modify facility association of existing users, check or uncheck the boxes next to the facilities. Then click . After confirming the change, SIERA will send an email to the user to confirm

Associating/Disassociating Yourself

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 HCAI for help.



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 HCAI Utilization team at utilization@hcai.ca.gov or (916) 326-3854.