QuickStart Guide Series

Utilization Report

3 Managing Users

Start

1. Login to SIERA Utilization at [https://siera.hcai.ca.gov/](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.

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.

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 Select button, or 2) find their name in the user list and click the Select 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.

To modify facility association of existing users, check or uncheck the boxes next to the facilities. Then click Modify Associations. 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.