QuickStart Guide Series

Utilization Report

1 Getting Started

Start

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

2 First-time SIERA Utilization users will be directed to the *My Profile* page and the facilities associated with this account will be listed.
3 On this page you will complete the entry of your profile by adding or updating your:

- Title and organization
- Country, street, city, state, and ZIP/postal code
- Telephone number
- Password

When ready, click Update. On the next page, click Confirm.

4 Once your profile has been updated, you will be able to go to the Home page to add, revise, and view your SIERA utilization reports.

In addition, if you are the primary contact at your facility, then you will be able to add other new users and associate them to your facility.

Finish

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 OSHPD Utilization team at utilization@oshpd.ca.gov or (916) 326-3854.