QuickStart Guide Series

Utilization Report

2 How to Add New Users

Start

1 Login to SIERA Utilization at https://siera.oshpd.ca.gov.

Only a primary contact is able to add users and associate them to the same facilities that the primary contact is associated.

2 Go to the User Administration tab and select Add User.
3 On this page, you will complete the entry of the new user information by entering their:

- Email
- First Name
- Middle Initial
- Last Name

When completed, click Add.

4 Once the new user’s information has been added, they will receive an email from SIERA giving them instructions on how to access the system.

5 The new user will need to complete their My Profile page and change their password. When ready, click Update. On the next page, click Confirm.

6 Once completed, the new user will be able to go to the Home page to submit, revise, and view SIERA utilization reports.

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.