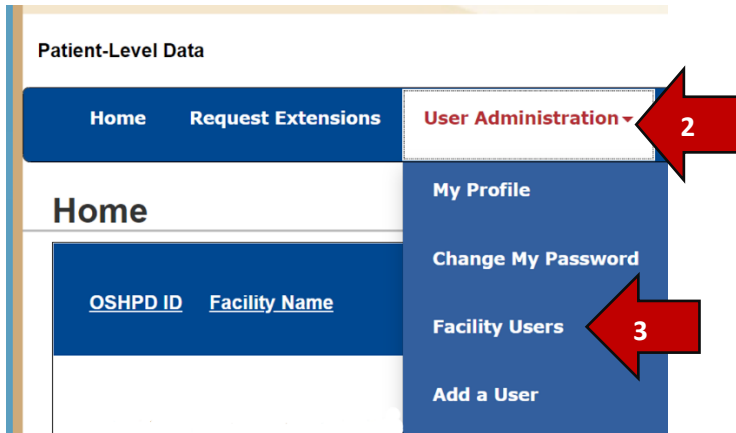# OSHPD

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.

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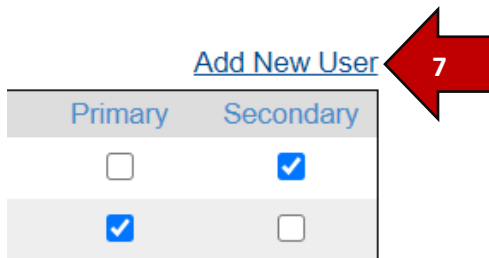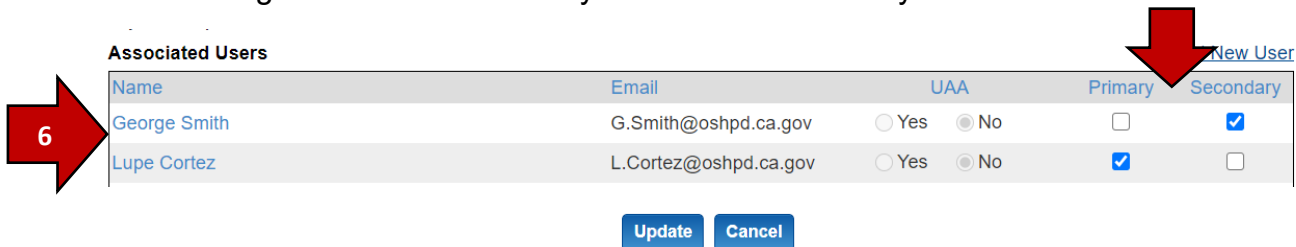
7. If the user is not on the list, they can be added using the *Add New User* link. See Add a User guide for more information.

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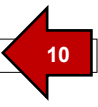
10. Once you've completed steps 1-4 above, you will be on the Facility Users page. Complete the Facility Administrator fields to either add or change the administrator for your facility. The system will use the address on the facility license for mail.

11. Once the fields are completed, click Update. **Update**
    Your Facility Administrator assignment is complete. The name should now appear in the fields.