

How to Set Up REDCap Account

Purpose

To provide instructions on how to set up a REDCap account.

Needed Materials

- Internet access
- Computer/Tablet

Setting up vour REDCap account

NOTE: Complete this section (steps 1 & 2) to set up your REDCap account.

- *REDCap may log you out if a lot of time has passed, so simply log back in, and it will take you to the page you left off on*
- 1. You will receive an email with the subject line of **REDCap access granted** from <u>redcap@utsystem.edu</u>.

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COMPOSE	Primary	🕰 Social 🔷 Promotions +	
Inbox Starred Important	redcap	REDCap project access group whis message was automatically generated by REDCap You have been given access to the REDCap project named " REDCap access granted - (This message was automatically generated by REDCap) A REDCap account has been created for you in which your REDCap	OL Q 9:09 am

2. Open that email \rightarrow Select Set your new REDCap password to set up your password.

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Inbox Starred	redcap@utystem.edu	8:59 AM (1 hour ago) 🖄	* *		
Important	[This message was automatically generated by REDCap]				
Sent Mail	A REDCap account has been created by you in which your REDCap username is "mtest". Click the link below to set your new password and log in.				
Drafts	Set your new REDCap password				

Accessing the Newborn Admission Temperature Project: Quarterly Data Reporting Form on REDCap

Once your password is set, please click "My Projects" below. It will take you to set up a security question and answer.

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	Welcome to REDCap!		
	REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.		
	REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.		
	Learn more about REDCap by watching a 🖼 <u>brief summary video (4 min)</u> . If you would like to view other quick video tutorials of REDCap in action and an overview its features, please see the <u>Training Resources</u> page.		
	NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.		
	If you require assistance or have any questions about REDCap, please contact		
Set Up Password Recovery Question	×		
Set Up Password Recovery Question To help you easily and quickly recover you need you to select a security question of y you have filled out this information, if you for on the REDCap login screen, and it will ask you you will select below). In such a case, it will se with your REDCap account. Setting up your pa wait on a REDCap administrator to reset it ma	REDCap password (in case you forget it in the future), we rour choice below and then provide an answer for it. Once rget your password, you can click the 'Forgot Your Password?' link ou to provide a correct answer to your security question (the one end a new temporary password to the email address associated assword recovery question below will prevent you from having to anually if you ever forgot your password.		

Select a question: - select a secur	ity question - 🗸				
Provide answer to question:	(not case sensitive)				
Please confirm your email address:	MIYAKADOHARUNA@gmail.con				
(If you attempt to recover your password, your new password will be sent to this email address.)					

Not now. Remind me again in 2 days.

Save

You are all set, and you can log in with the username and password you set up from now on.

