

How to Set Up REDCap Account

Purpose

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

Needed Materials

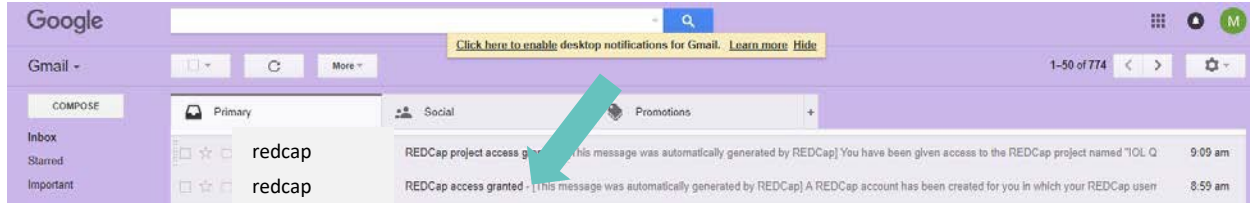
- Internet access
- Computer/Tablet

Setting up your REDCap account

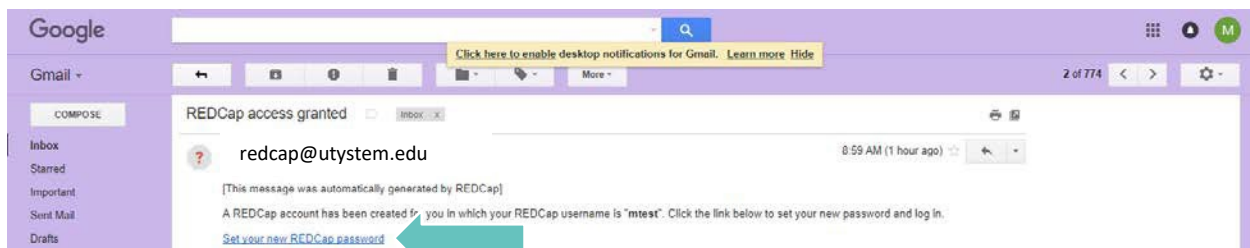
NOTE: Complete this section (steps 1& 2) to set up your REDCap account.

- 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 redcap@utssystem.edu.

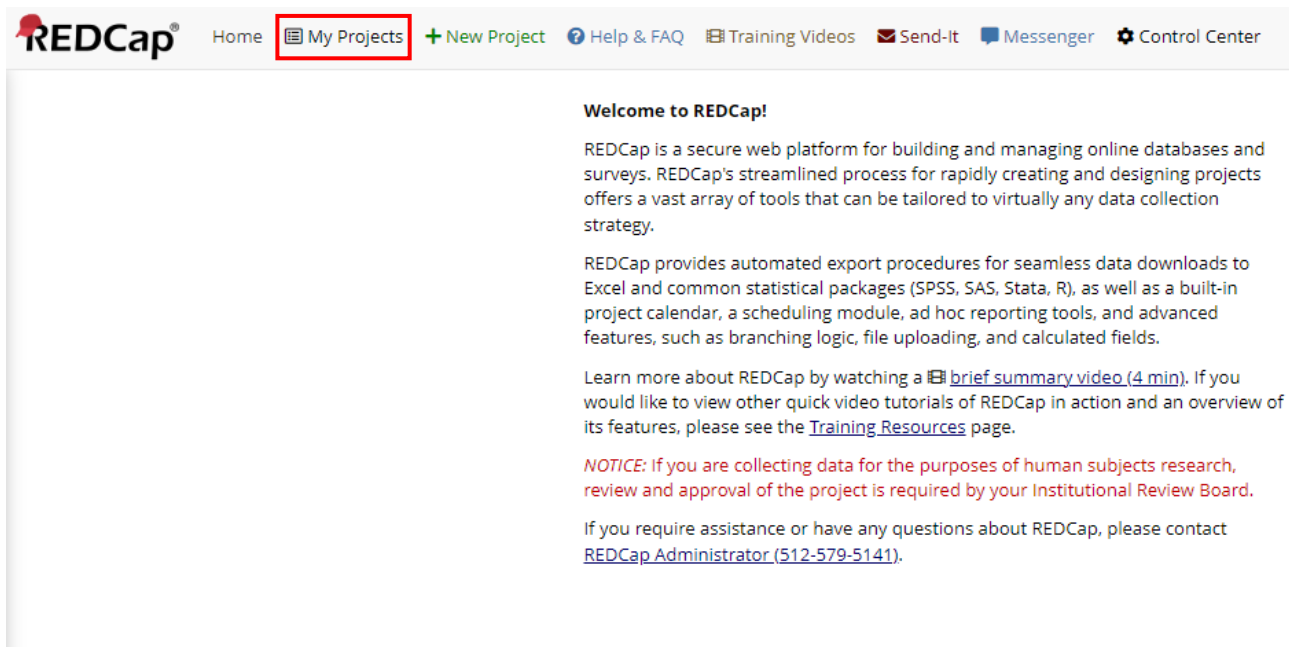


2. Open that email → Select **Set your new REDCap password** to set up your password.

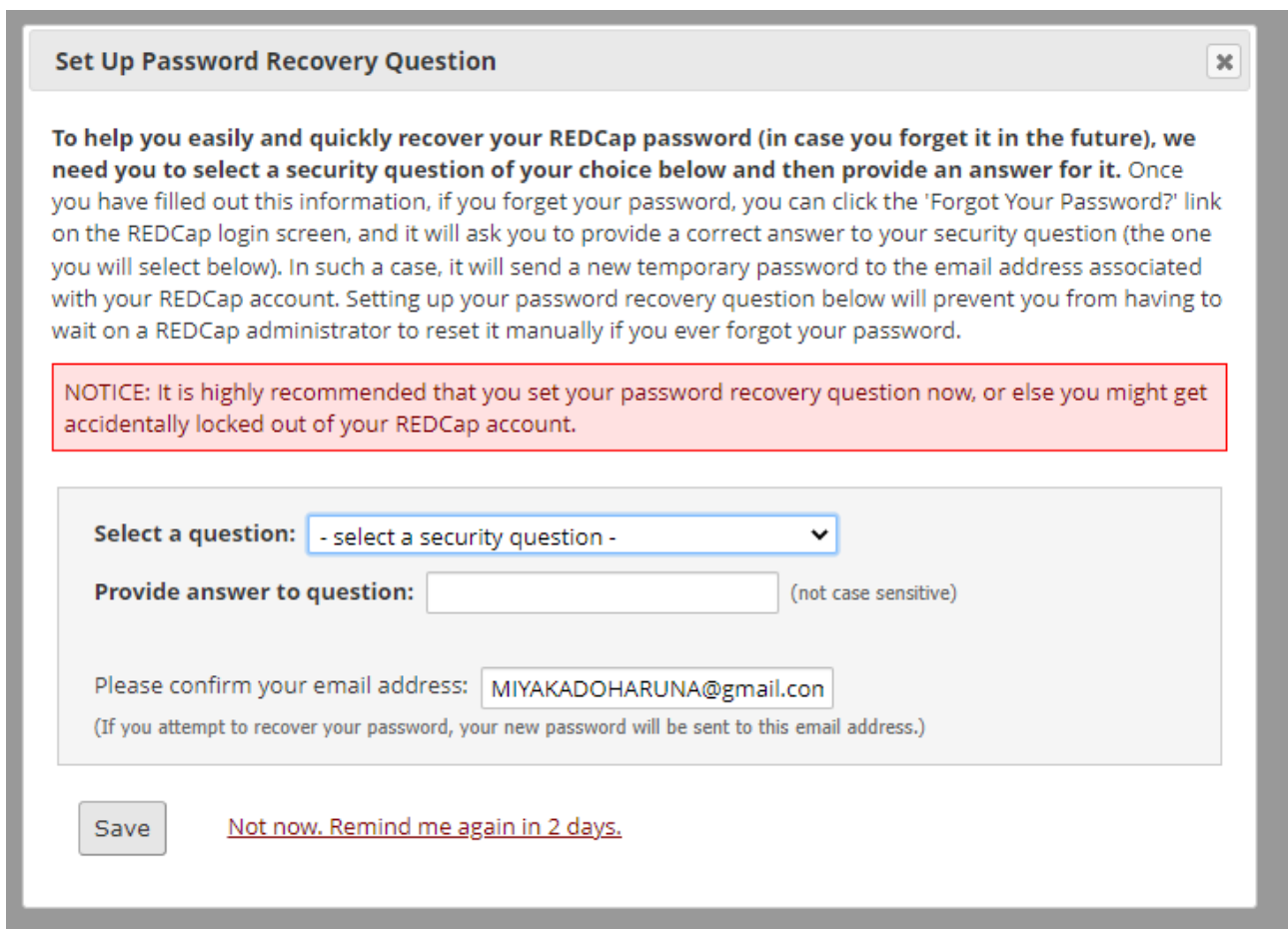


[Accessing the Newborn Admission Temperature Project: Quarterly Data Reporting Form on REDCap](#)

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



The screenshot shows the REDCap website interface. The navigation bar at the top includes the REDCap logo, a 'Home' link, a 'My Projects' link (highlighted with a red box), a '+ New Project' button, and links for 'Help & FAQ', 'Training Videos', 'Send-It', 'Messenger', and 'Control Center'. The main content area features a 'Welcome to REDCap!' heading, followed by a paragraph describing REDCap as a secure web platform for building and managing online databases and surveys. Below this, there is a paragraph about automated export procedures for various statistical packages. A link to a 'brief summary video (4 min)' is provided, along with a note to check 'Training Resources' for more information. A red 'NOTICE' box states that human subjects research requires Institutional Review Board approval. Finally, contact information for the REDCap Administrator is provided.



The screenshot shows a dialog box titled 'Set Up Password Recovery Question' with a close button in the top right corner. The main text explains the purpose of the security question: to help users easily and quickly recover their REDCap password if they forget it in the future. It instructs users to select a security question and provide an answer. A red 'NOTICE' box highlights that it is highly recommended to set the password recovery question now to avoid being accidentally locked out of the account. Below the text, there is a form with three fields: a dropdown menu for 'Select a question:' (currently showing '- select a security question -'), a text input field for 'Provide answer to question:' (with a '(not case sensitive)' note), and a text input field for 'Please confirm your email address:' (containing 'MIYAKADOHARUNA@gmail.con'). At the bottom, there is a 'Save' button and a link that says 'Not now. Remind me again in 2 days.'

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



Log In



Welcome to the UT Health Science Center at Tyler/UT System Population Health REDCap webserver.

Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Administrator \(512-579-5141\)](#).

Username:

Password:

[Forgot your password?](#)
