

REDCap Access Guide - Access & Training

ACCESS

Please follow these steps to get access to REDCap:

1. Requirements for Access to REDCap: DUO

Within your web browser, go to the REDCap website:

<https://redcap.healthsystem.virginia.edu/>.

If you are currently logged onto the UVA Health Systems Network, skip to step 2 below.

If you are not currently logged onto the UVA Health Systems Network, you will be presented with the DUO login page. Please refer to the links below. You will need to first register with DUO and then you can go to the REDCap website and login in via DUO.

- a. [REDCap Access Guide - External User DUO Initial Setup](#)
- b. [REDCap Access Guide - NEW DUO Two Step Login](#)

Please call the Help Desk with any DUO questions: UVA Health System help desk at 434-924-5334. Please feel free to email RedCap@hscmail.mcc.virginia.edu with any questions or concerns.

2. Create and Validate REDCap account

- a. On the REDCap main page, <https://redcap.healthsystem.virginia.edu/>, log in using your UVA Health System credentials (UVA Computing ID & Password):
 - i. **Example of UVA Computing ID: a2bcd**
- b. You will be asked to answer additional questions (be sure to enter your UVA Health System email)
 - i. **Example of UVA Health System email: a2bcd@hscmail.mcc.virginia.edu**
 - ii. **Or UVA Academic email: a2bcd@virginia.edu**
- c. An email will be sent to that email account for validation, please check your email and follow instructions

3. Request REDCap team to add you to your designated project within REDCap

Now that your account is created within REDCap, you will need to request to be added to your research project.

- a. Contact the REDCap group (for existing projects) to add you to the project
 - *Must include the project owner in the email communication for approval

RedCap@hscmail.mcc.virginia.edu

- b. Or simply begin creating your new project by clicking

A button with a green plus sign icon and the text "New Project" in green.

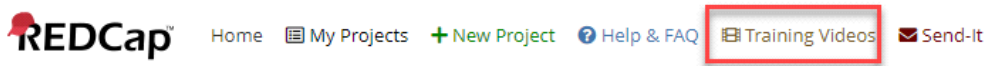
TRAINING

There are two locations where you can access REDCap training Videos.

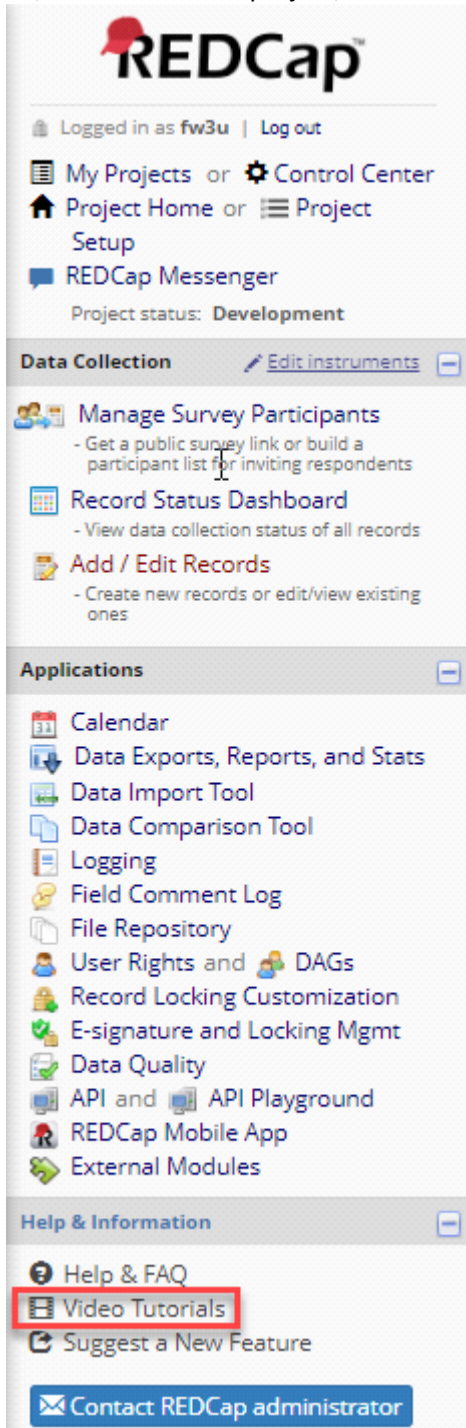
1. When logged into REDCap select Video Tutorials:

- a. On the main page, the top left menu:

← → ↻ 🔒 redcap.healthsystem.virginia.edu/index.php?action=training



- b. Or, while inside of a project, at the bottom of the left hand menu.



2. Go to the REDCap website: <https://www.project-redcap.org/>

Select Videos from the Resources

