

REDCap Access Guide - UVA Academic User Access

Request Process

To request access to the REDCap system you first need to request for a UVA Health System Local Area Network (LAN) account, if you do not already have an account. If you already have one skip to step 3.

1. Have your supervisor (or Research lead) complete a LAN account request form here:

[LAN Account Request Form](#)

Please fill out the form completely, see guidance below for some portions of the form.

- a. Enter your UVA Academic computing ID
- b. Select Access to network for the Service selection

Security

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LAN Account Request

Use this form to request a Local Area Network (LAN) account in order to access shared files and printers, or to set up an Outlook e-mail account.

NOTICE: All new Medical Center employees who are paid via PeopleSoft (Agency 209) obtain a default Computing ID and email account during orientation; there is no longer a need to use this form for that purpose.

This form should be used by Supervisors or Managers of new employees paid by a different source other than PeopleSoft (Agency 209), or for employees transferring to a new department, that need a Local Area Network (LAN) account to access shared resources including Outlook e-mail.

If the person you are requesting for **does not have a Computing ID**, please see procedure: [Requesting A Medical Center Network/Email Account](#).

LAN Account Request Form

Employee Computing ID (example: abc9z)

fw3u

Please check the services that you need

* All current data access to shared areas as well as departmental distribution lists will be removed. Any new access must be specified in the General Request field listed below

☒ Access to network

☐ Outlook (email)

☐ Account transfer*

- c. For the Paid by University of Virginia question select 207 (Oracle) = UVA Academic Division
- d. And select the appropriate employee type

Paid by University of Virginia?

☐ University Physicians Group (UPG)

☐ 209 (PeopleSoft)

☒ 207 (Oracle)

Classified Staff or Faculty Employee?

☐ Classified Staff

☐ Faculty Employee

☐ Other

- e. Lastly you will fill out the business need for your UVA HS LAN account Request: populate with the following:

"Need to access the REDCap Research Data Management online web application that resides on the UVA Health System Network for Research purposes."

General Request and Group Membership

Need to access the REDCap Research Data Management online web application that resides on the UVA Health System Network for Research purposes

Submit

- f. Select Submit

2. An account will be created by the Security & LAN group, follow instructions provided by these groups.
3. After your setup is complete follow instructions to access REDCap: [REDCap Access Guide - Access & Training](#)

Please contact the UVA Help Desk with any questions, or assistance with this process (Steps 1-2) UVA Help Desk 434-924-5334.