

Beginner – Profile

Accessing REDCap

REDCap accounts are not universal across all instances. If you are an Atrium Health or Wake Health employee, your system credentials are your REDCap credentials, so you'll simply use them to log into your legacy institution's REDCap instance for the first time to activate your account:

Atrium Health Main: <u>https://redcap.atriumhealth.org/redcap/</u> <u>https://rces.atriumhealth.org/redcap/</u>

Wake Health Main: <u>https://redcap.wakehealth.edu/redcap/</u>

Wake Health CCC: <u>https://redcap.wakehealth.edu/redcapccc/</u>

Atrium Health BCC: <u>https://rc2.atriumhealth.org/redcap/</u> <u>https://rc2e.atriumhealth.org/redcap/</u>

If you are not an Atrium Health or Wake Health employee, then you will need to complete the respective External User Access Request Form: External user needing access to an Atrium instances?: <u>https://redcap.link/AHExtU</u> External user needing access to an Atrium instances?: <u>https://redcap.link/WHExtU</u>

User / Instance	Access AH	Access WH
InternalAH	Log in to REDCap Homepage with	Complete WH External User Request Form
	system	
Internal WH	Complete AH External User Request	Log in to REDCap Homepage with system
	Form	
External Both	Complete AH External User Request	Complete WH External User Request Form
	Form	

Account Settings

To change the email address associated with your account, to add additional email addresses that you want associated with your account, or to change the name associated with your account, see the steps below.

1. Log into REDCap

2. Go to the Home tab or My Projects tab and click on 'My Profile' in the top right corner (see below)

1	Home 🧊 My Projects 💿 Create New Project	t 😵 Training Resources 😡 Help & F	AQ 🔄 Send-It 🎲 Control Cen	iter	
Need h	elp or have a question? Please click here to c	ontact the REDCap Team: REDCap Servi	ce Request		
Welcome to REDCap! REDCap is a mature, secure web application for building and managing online surveys and databases. Using REDCap is stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the online detabases of the two can be built using these interverses and databases of the two can be built using these interverses and databases (or provides automated export procedures for seamless data downloads to Excel and company table of the two can be built using these in less than one day statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling bodule, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and or culated fields. Fast and flexible - Conception to provides to the two can be built using these in less than one day statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling bodule, and to common data analy the or sporting tools, and advanced features, such as branching logic, file uploading, and or culated fields. Fast and flexible - Conception to provides to the two culated field to the DCap provides automated export procedures for searching logic, file uploading, and or culated to the two common data analyse. Learn more about REDCap by watching a the brief summary video (4 min). If you woulke to view of download to thorals of REDCap in action and an overview of its features, ploar see the Training Scheduling - Utilize a built-in project stop we would be the provide of the two intervent of the sector of the secto					
Resourc	ces page.		scheduling module for organizing you	r events and	
Edit You	r User Profile			a list of email s, and track who le survey link to	
ou wish, you may edit your User Profile information below. This information will not be given out to anyone but will be used to help us better keep ck of who is using REDCap and also in case you need to be contacted regarding your access to REDCap.					
Return to p	previous page			s as a PDF to forms and	
	Basic Information			alculated fields, survey stop	
	First name:	Taryn		ns connect to automated	
	Last name:	Stoffs		of resolving data low module.	
	Primary email:	tis@ufi.edu		values into , etc. to provide	
		Save Basic Info			
	Additional Options While your primary email address is used for receiving emails and notifications from REDCap, your secondary and tertiary email addresses can only be used when sending out emails from REDCap (e.g., sending survey invitations), in which they appear as the "From" address in the email. Secondary email: CTSI-REDCAP-SUPPORT-L@lists.ufl.edu Remove				
	Tertiary email				
	User Preferences				
	Set your preferences for how dates, timestamps, and numbers appear to you in REDCap.				
	Date and time format:	MM/DD/YYYY and 12-hour AM/PM tin (e.g., 12/31/2004 22:57 or 31/12/2004 10:5	ne 🕈 57pm)		
	Number format - decimal character:	. (period / full stop) ♦ (e.g., 3.14 or 3,14)			
	Number format - thousands separator:	, (comma) (e.g., 1,000,000 or 1.000.000 or 1 000 000	0		
		Save Preferences			

- 1. To change the primary email account associated with your REDCap account (the email address where REDCap will send you emails/notifications) enter a new email address into the Primary email line.
- 2. To add additional email accounts, click on Add email under Additional Options and type in a secondary email address.
- 3. To add a third email address, click on Add email again and type in a tertiary email address.
- 4. Click on Save Preferences.