**REDCap – How to add a User to a project**

- Navigate to the User Rights hyperlink, located on the left side of the project screen. This hyperlink will open the User Rights tab.

- In the ‘Add with Customer Rights’ text box, enter the username of the individual you want to add to the project.

  **Wake Health Employees:** For example, if the individual’s email is: jdoe@wakehealth.edu, you will enter jdoe into the text box. Please do not enter the full email address.

  **External Users (non-Wake Health Employees):** Enter the username provided by the REDCap Administrator when the non-Wake Health individual’s profile was created.

- Click ‘Add with Custom Rights.’

- Note: If the user has not logged into REDCap previously, their full name will not appear when you are typing in their username. It is okay to continue typing in their username and then selecting their specific rights. Once the new user logs into REDCap, the project will appear on their My Projects list.

- An ‘Adding New User’ popup box will appear. Designate the appropriate rights for the individual. Click ‘Add User’ when completed.
If the user has logged into REDCap before, you will have the option to send them an email, notifying them of their project access. If they have not yet logged into REDCap, you will not see this option.

The new user will appear in the Username list on the User Rights tab. A summary of their access will appear as well.