REDCap – How External Users Can Access REDCap

- Once a REDCap External User Request form has been submitted and approved, you will receive an email from ctsiredcap@wakehealth.edu.
- The email will confirm that an account has been created and will include your REDCap username. You will be prompted to set your new REDCap password.

Once you select “Set your new REDCap password,” a “Set Your Password” webpage will open.
- Create a password based on the guidelines provided and select submit.

Once you create and submit your password, you will be taken to a new screen.
- Select “My Projects,” which can be found on the top right-hand side of the toolbar next to “Home.”
- Once you select “My Projects,” you will be taken to a new page which will prompt you to log in.
- Log into REDCap with the password used to create your REDCap account – please login on the right-hand side under “Non-Wake Health Users.”
- Once you log in on the right-hand side, you will be taken to the “Your Projects” page.
- The project title should be hyperlinked.
- Select the appropriate project.
Your Projects

To access your projects, click the appropriate link below. You will be required to log in to REDCap on the resulting page.

In the future, copy the project’s link below to skip this screen.

• Test External Database

Note: If you do not see any projects listed, please contact the project owner and ask them to add you to their project.

• Once you have selected the project title, you will be taken to a new page, which will ask you to login using your username (first.last) and the password you created.