Individual users may be added to receive email notifications each time a participant completes a survey.

- To add a user as a survey notification recipient, first add them as a user on the project.
  - Navigate to the Tool Bar on the left-hand side of the screen. Select *User Rights*.
Enter the username of the individual into the first text box and click “Add with Custom Rights.”

The User Rights pop-up will appear. Designate the appropriate rights to the user and click “Add User.”
Navigate to the Project Setup tab and click on the Online Designer. Click on the “Survey Notifications” button.

Select the email address next to the recipient you would like to receive email notifications.

Note: You will not be able to assign survey notifications to a user who has not yet logged into REDCap. Once the user has logged in, the email address should appear on the “Email Notification for Survey Responses” email selection pop-up.