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

Generic email accounts (i.e. tsiredcap) may also be added to receive notifications as well.

- To add a user as a survey notification recipient, first add them as a User to the project.
  - Navigate to the Tool Bar on the left-hand side of the screen. Select User Rights.
  - Enter the username or name of the individual into the first text box and click Add with Custom Rights.
The User Rights pop-up will appear where you can designate rights to the user. Click Add User.

Navigate to the Project Set-Up tab and click on the Online Designer. This will open the Online Designer tab. Click on the Survey Notifications button.
• Select the email address next to the recipient you would like to receive email notifications.

• If the account (or individual user) has not logged into REDCap prior to this event, which may happen at times with generic email addresses, please first log the account/user into REDCap using the account’s/user’s credentials. (If you are unsure of the account password, contact IT for this information.) Once the account/user has been logged into REDCap, the email address should appear on the Email Notification for Survey Responses email selection pop-up.