

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.

REDCap access granted



Inbox x



ctsiredcap@wakehealth.edu

to me

Rectangular Snip

[This message was automatically generated by REDCap]

A REDCap account has been created for you in which your REDCap username is "jennifer.aiken". Click the link below [Set your new REDCap password](#) Additionally, please be aware that REDCap has a user access policy in place, in w/ your REDCap administrator.

- 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.



Set Your Password

Your password has not been set yet or has been reset. You will need to set your password here to whatever value you wish. Please enter your desired password below and click the "Submit" button. Once your password has been set, you may use it with your username whenever you log in to REDCap. Please make sure that you write down or remember your new password for future use. **The new password entered must be AT LEAST 9 CHARACTERS IN LENGTH and must consist of AT LEAST one lower-case letter, one upper-case letter, and one number.**

Username:	jennifer.aiken
Password:
Re-type password:
<input type="submit" value="Submit"/>	

REDCap 7.6.7 - © 2018 Vanderbilt University

- 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.



Log In



Please log in with your user name and password. If you are having trouble logging in, please contact [CTSI REDCap Team](#).

Username:	<input type="text" value="marybeth.harbour"/>
Password:	<input type="password" value="....."/>

Log In

[Forgot your password?](#)