NATIONAL PERINATAL EPIDEMIOLOGY CENTRE

REDCap Training manual

Account set up

For queries, please contact
tamara.escanuelasanchez@ucc.ie
joye.mckernan@ucc.ie

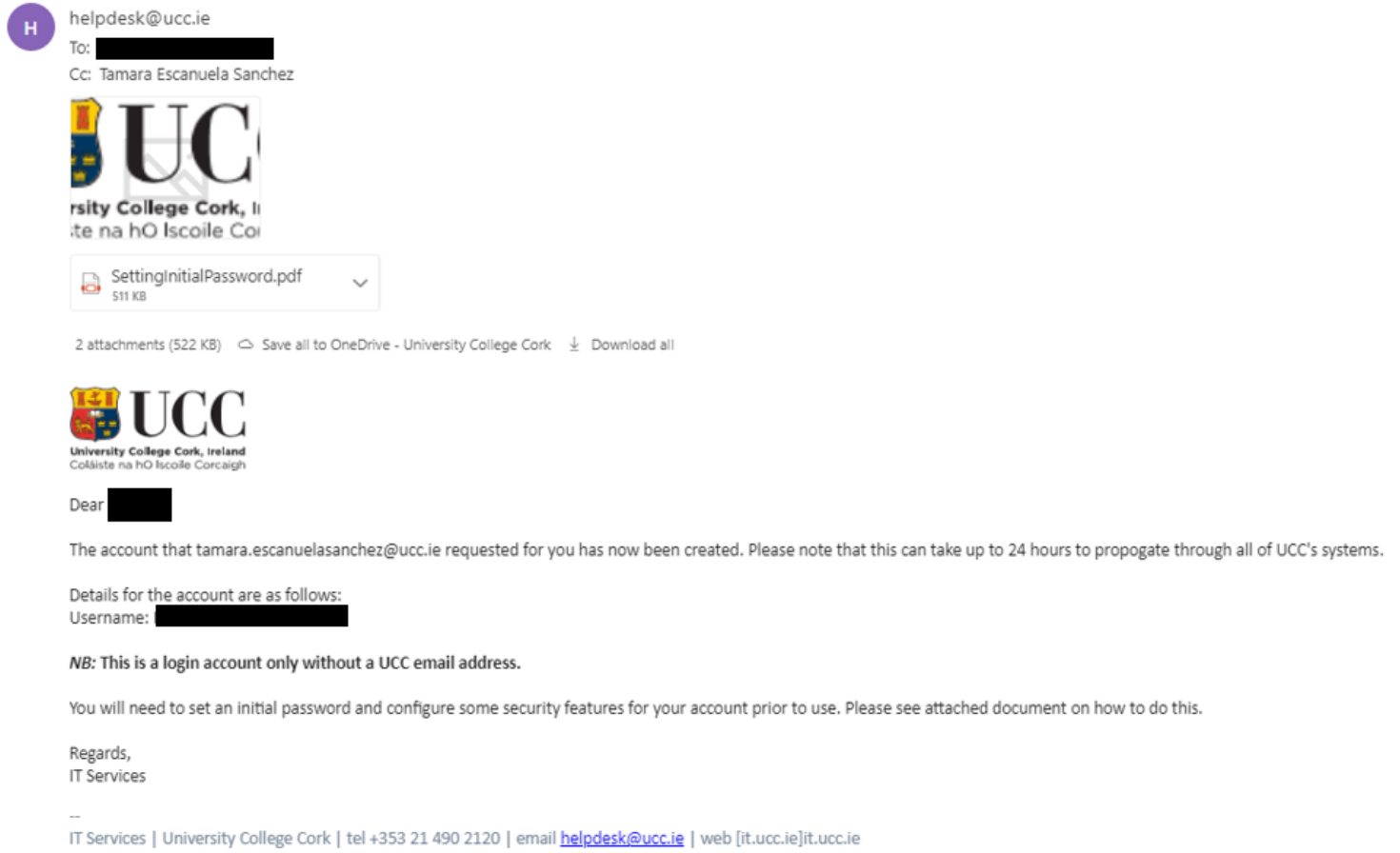
NPEC PHONE NUMBER

+353 (0)21 420 5053

Setting up your account

- We will need your **mobile phone number, e-mail address and full name** to set you up on the new database that will be run on the platform REDCap.

- After UCC IT has processed the request to join the platform, you will receive an email with your username, which will be a UCC affiliated account.



H helpdesk@ucc.ie

To: [redacted]

Cc: Tamara Escanuela Sanchez

rsity College Cork,
te na hO Iscoile Co

SettingInitialPassword.pdf
511 KB

2 attachments (522 KB) Save all to OneDrive - University College Cork Download all

UCC
University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Dear [redacted]

The account that tamara.escanuelasanchez@ucc.ie requested for you has now been created. Please note that this can take up to 24 hours to propogate through all of UCC's systems.

Details for the account are as follows:
Username: [redacted]

NB: **This is a login account only without a UCC email address.**

You will need to set an initial password and configure some security features for your account prior to use. Please see attached document on how to do this.

Regards,
IT Services

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IT Services | University College Cork | tel +353 21 490 2120 | email helpdesk@ucc.ie | web [it.ucc.ie]it.ucc.ie

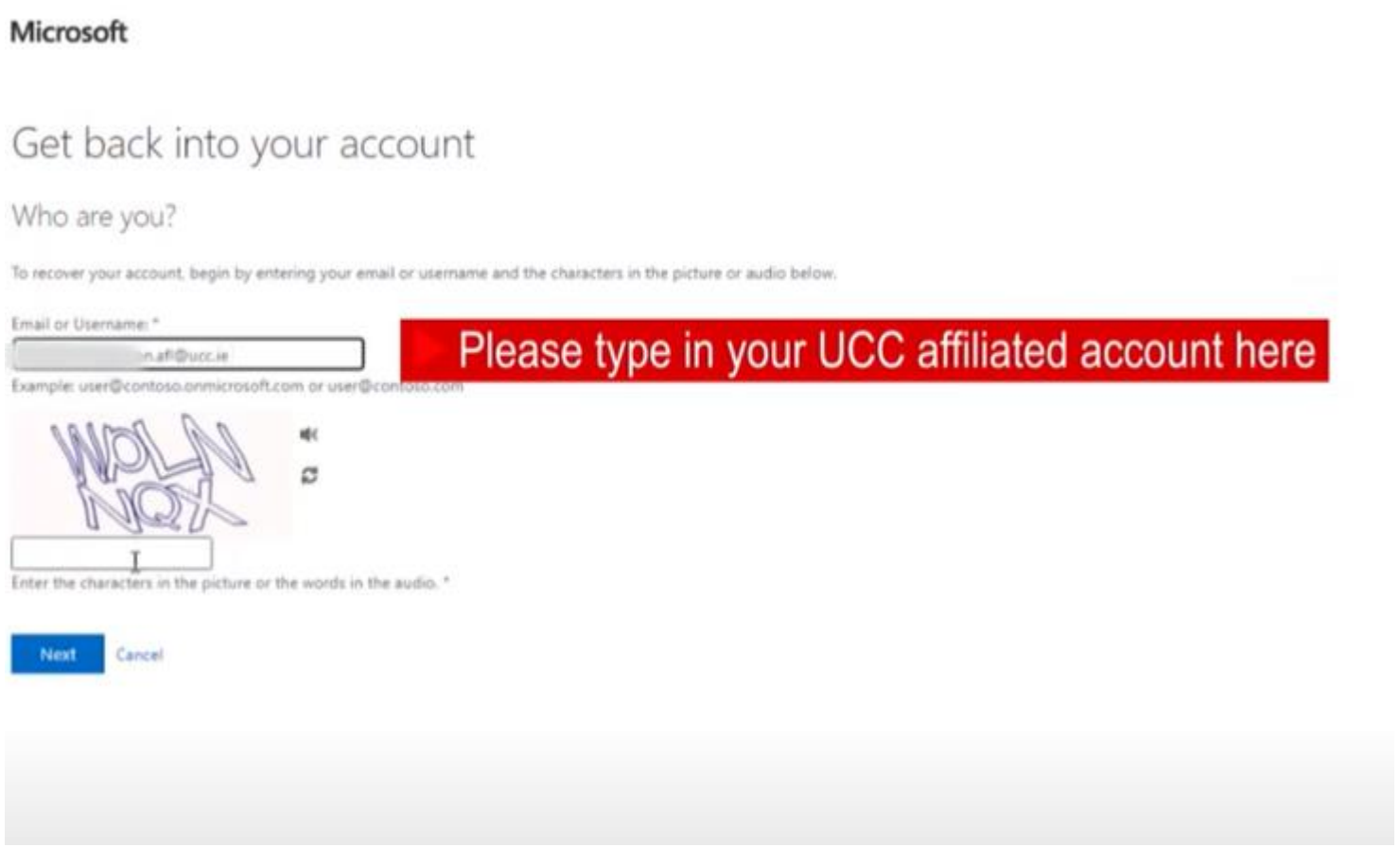
Setting up your account

- Once you have your password, you will be able to set up the double authentication security process. This allows for the system to comply with robust security measures to protect the data.

- Please use this link to reset your password

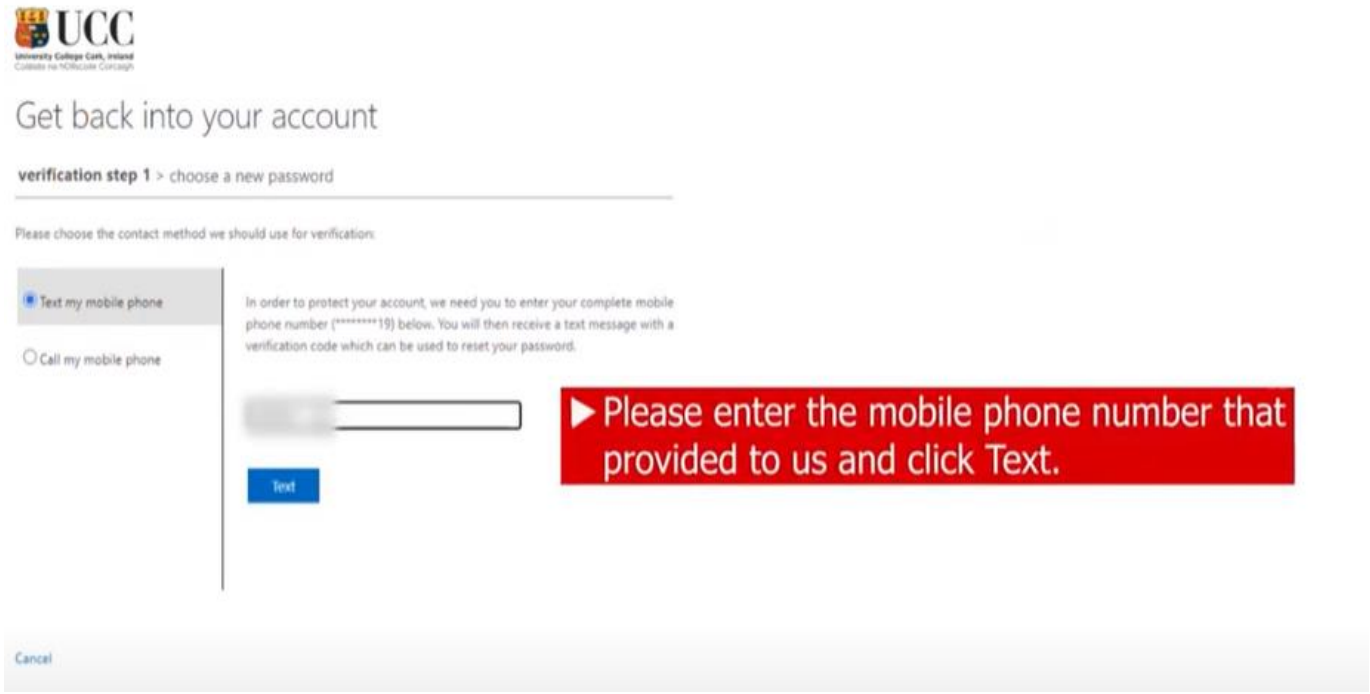
https://passwordreset.microsoftonline.com/

- In the next step, please type in your UCC affiliated account.



Setting up your account

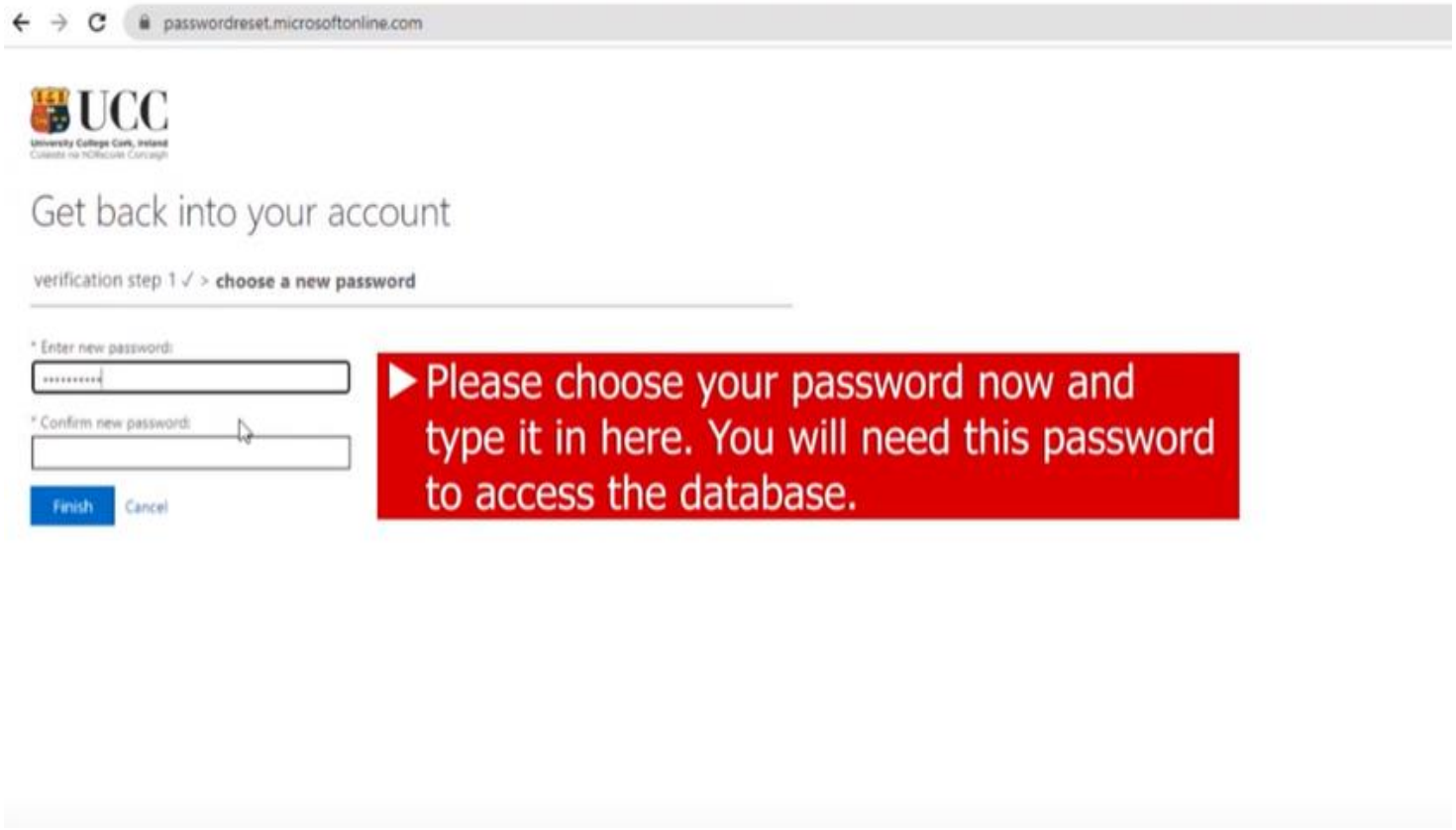
- Enter the phone number that you provided to us in the next step.
- You will receive a text message with a code, please enter this code in the next step.



Setting up your account

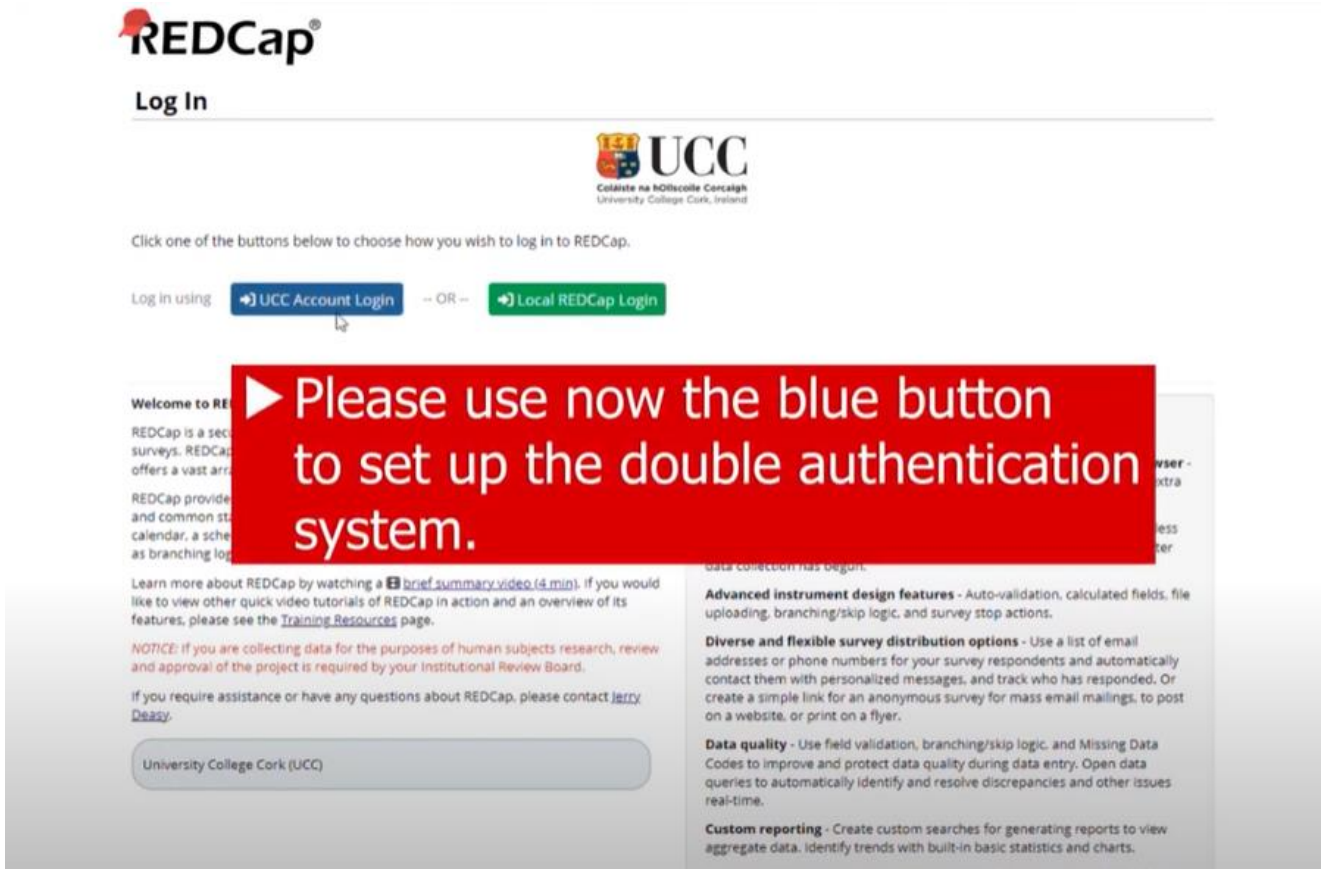
- Please create a new password, you need to type in the same password twice in both boxes.

- This will be your password to access REDCap.



Setting up your account

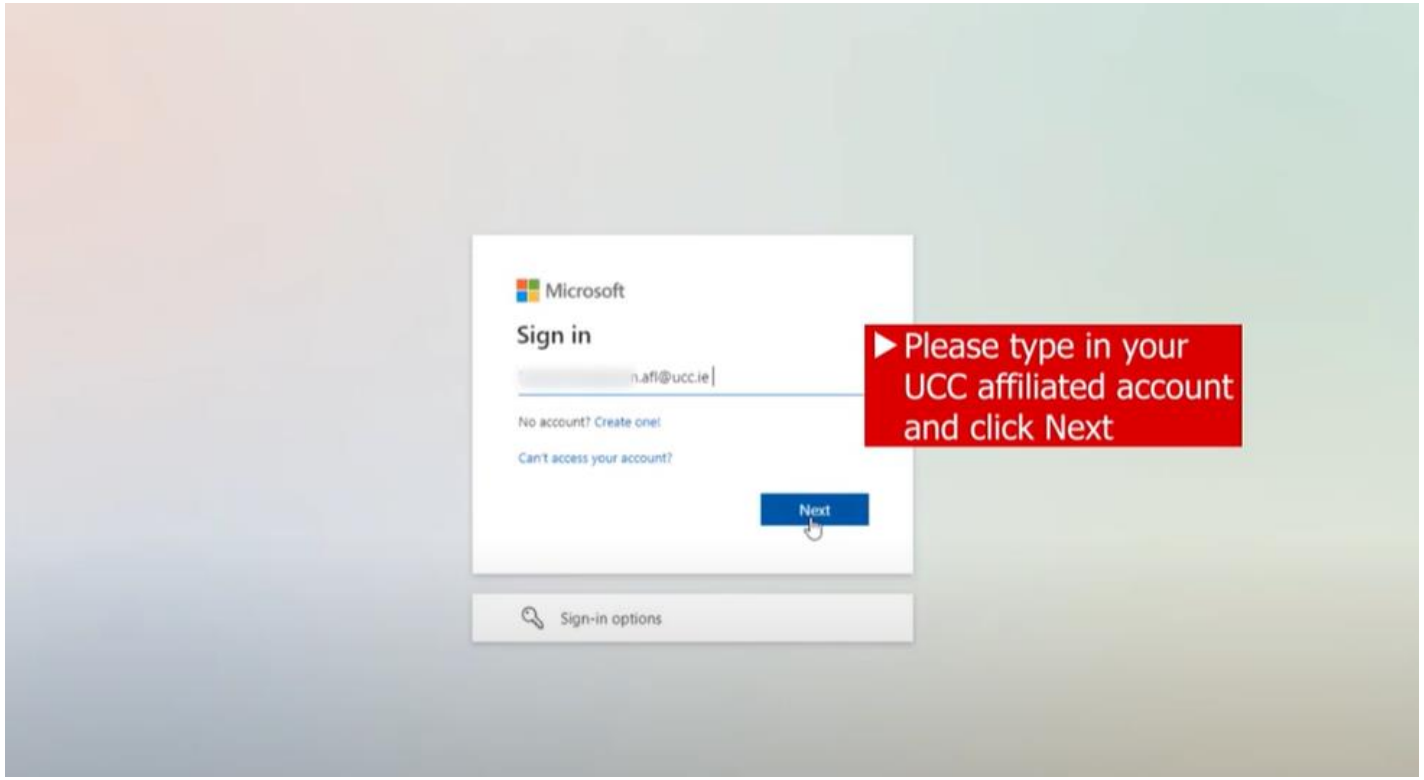
- Now go to https://redcap.ucc.ie
- Please use the blue button to start the process of setting up your multi factorial authentication.



Setting up your account

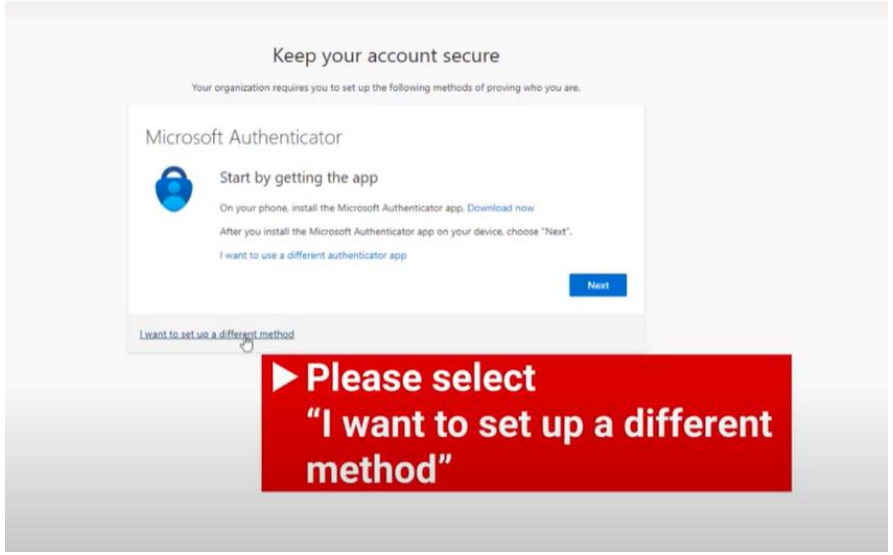
- This process only needs to be completed once.
- Please type in your UCC affiliated account. In the next step, please enter your password.

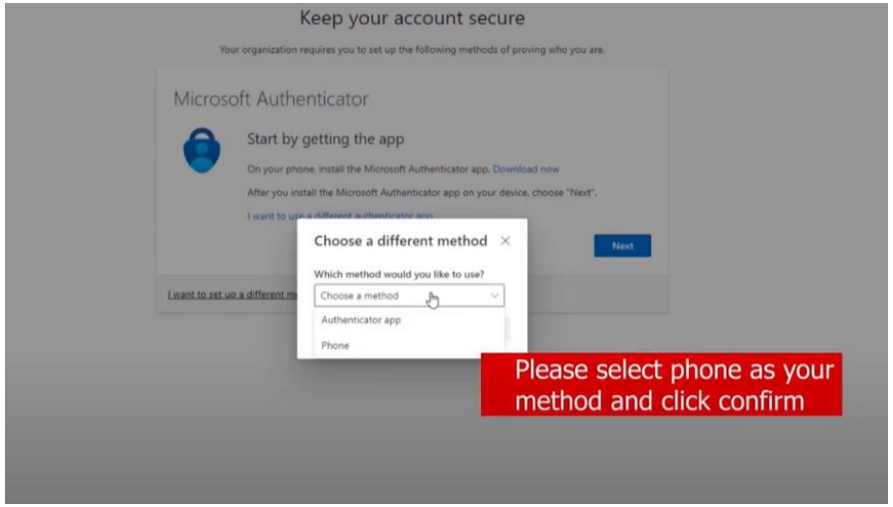
*Please make sure in this step that your browser is not already recognising another account. This can happen with hse accounts. If this is the case, please click on “I want to log in with a different account”



Setting up your account

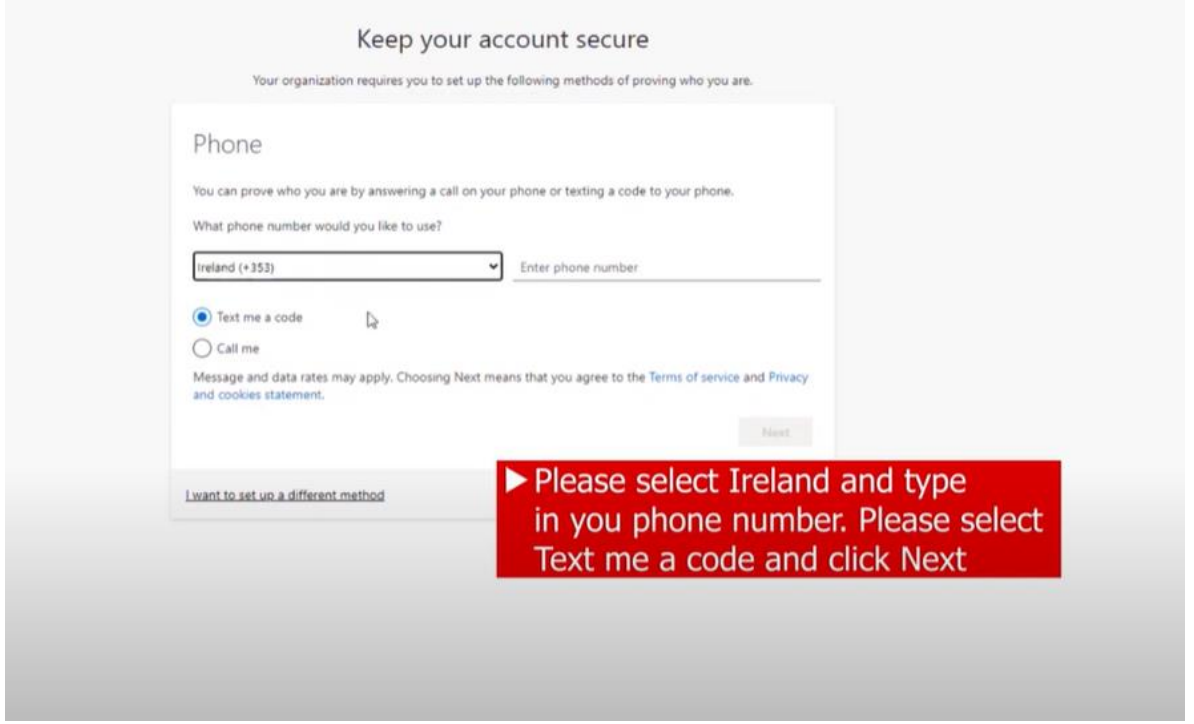
- In the following step, click Next.
- Now you are starting to set up your double authentication security measure. Please click on “I want to set up a different method”
- Then, please select phone from the dropdown menu.



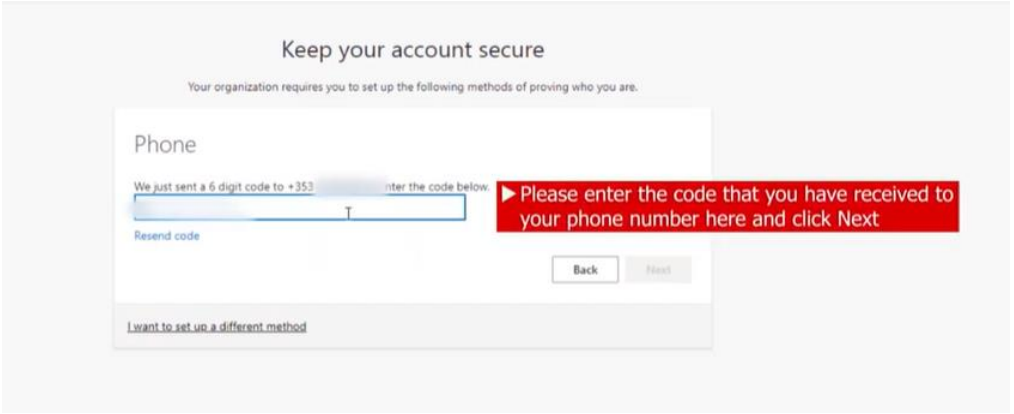


Setting up your account

- In the next step, please select Ireland, enter your phone number and click on “Text me a code”, then click Next.

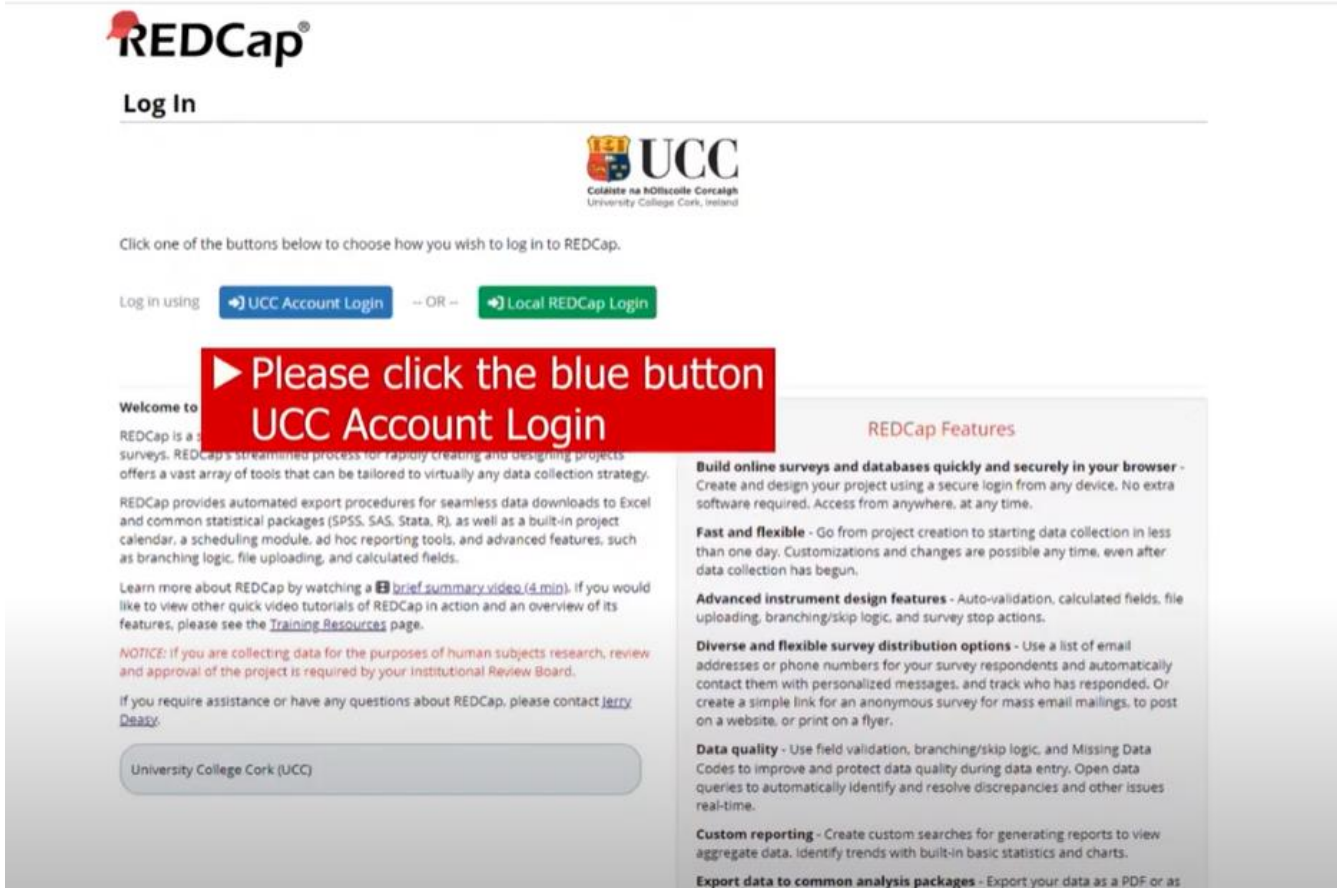


- You will then receive a code to your phone in a text message. Please enter the code and click next.



Setting up your account

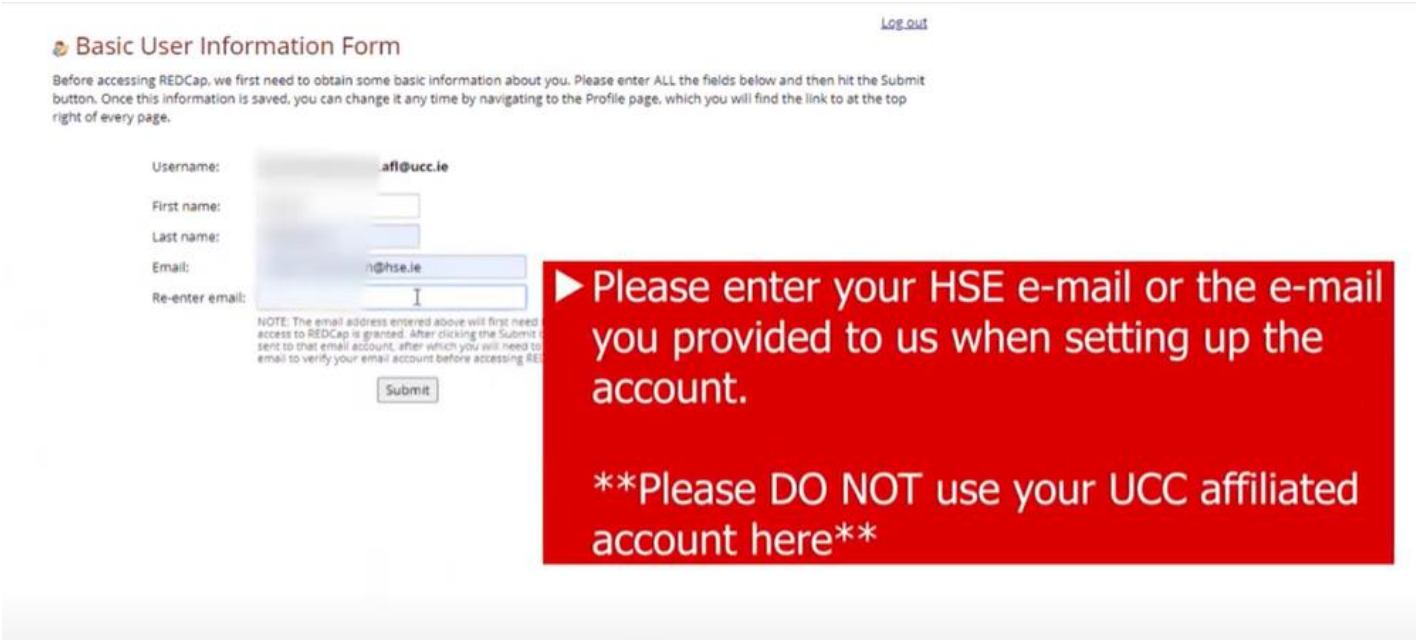
- Please click next, and done. Now your multi-factorial authentication process is completed.
- Please go back to https://redcap.ucc.ie
- Please click on the blue button “UCC Account login” to access REDCap.



Setting up your account

- In the next step, please type in your first and last name.

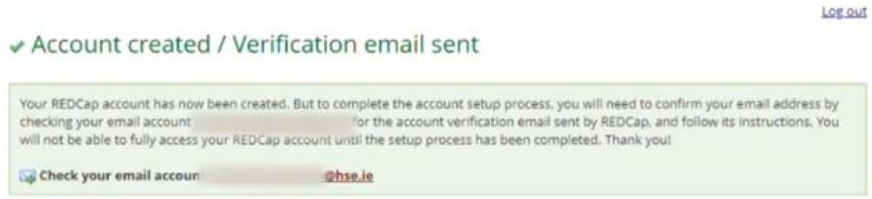
- In the email field, please type in your primary email account. This is important as REDCap will send you an email with a link to verify your account. Your UCC affiliated account SHOULD NOT be used at this stage.



Setting up your account

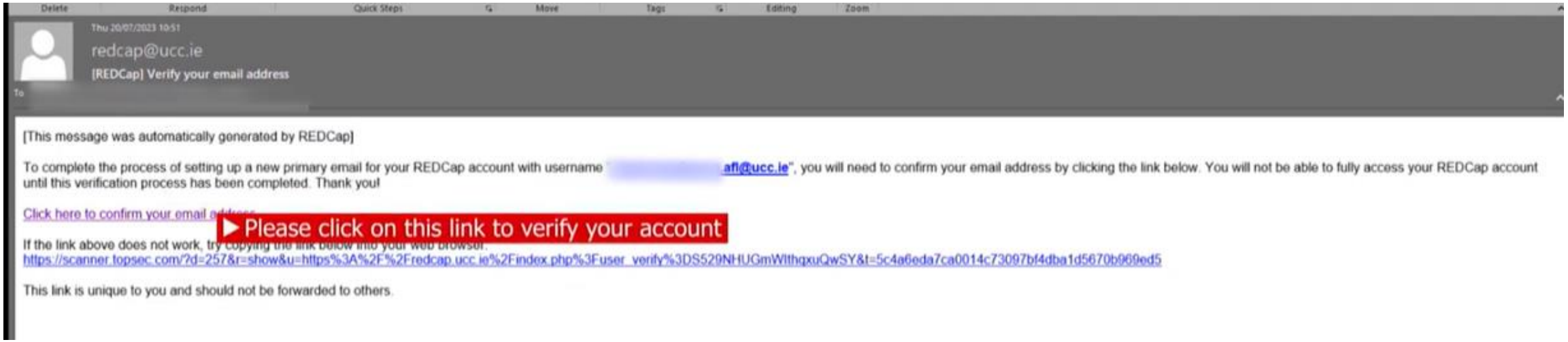
- Next, you will receive an email to the email address you have input in the previous step

- Please click on the link provided to verify your account.



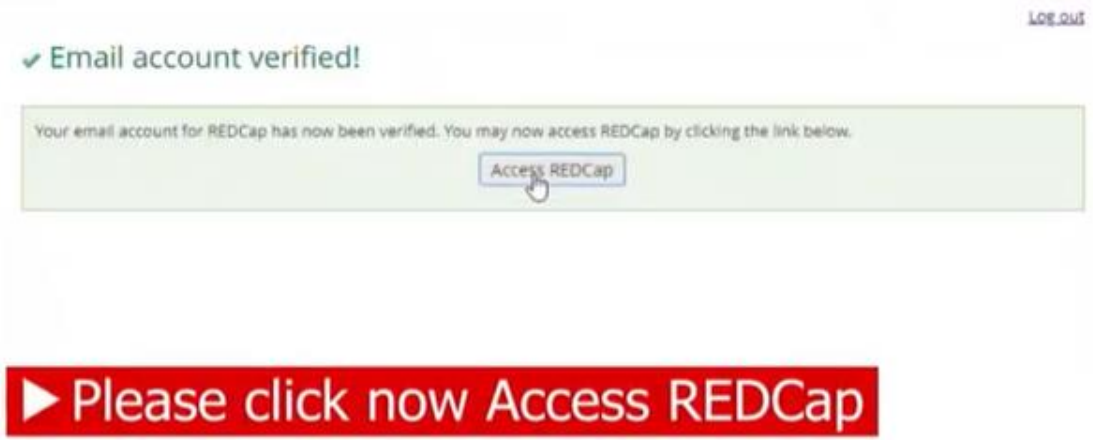
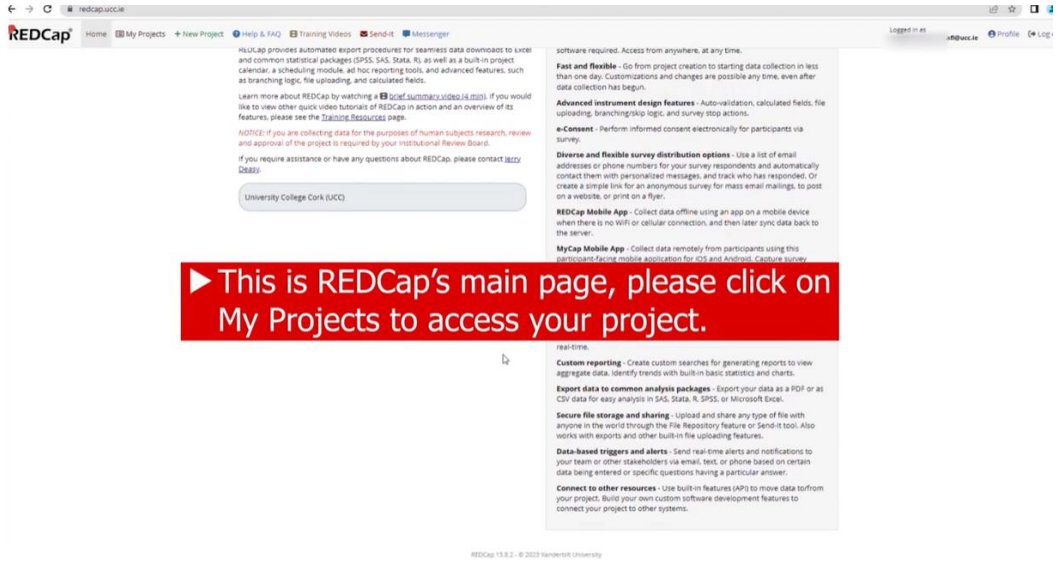
▶Your account has now been created and it needs to be verified.

Please check your e-mail inbox at this stage.



▶Please click on this link to verify your account

Setting up your account

- Your account is now verified, please click Access REDCap.

- You will then be directed to REDCap main's page. Please click on "My projects" to access your database.