



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.

The screenshot shows an email from helpdesk@ucc.ie. The header includes the sender's name 'H', the recipient 'To: [redacted]', and the sender 'Cc: Tamara Escanuela Sanchez'. The email body features the UCC logo and a PDF attachment titled 'SettingInitialPassword.pdf' (511 KB). Below the attachment, it states '2 attachments (522 KB)' and provides options to 'Save all to OneDrive - University College Cork' or 'Download all'. The main text of the email reads: '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 propagate 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'. The footer contains contact information: 'IT Services | University College Cork | tel +353 21 490 2120 | email helpdesk@ucc.ie | web [\[it.ucc.ie\]](http://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.

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

on.af@ucc.ie

Example: user@contoso.onmicrosoft.com or user@contoso.com



I

Enter the characters in the picture or the words in the audio. *

Next

Cancel

Please type in your UCC affiliated account here

Setting up your account



- Please select “I’ve forgotten my password” and then click “Next”.

Get back into your account

Why are you having trouble signing in?

I've forgotten my password

No worries, we'll help you to reset your password using the security info you've registered with us.

I know my password, but still can't sign in

This might happen because you've tried to sign in with an incorrect password too many times.

If you choose this option, you'll keep your existing password and we'll unlock your account so you can sign in again.

Next

Cancel

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.



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Send a text to my mobile phone number

Call my mobile phone number

Approve a notification on my authenticator app

Enter a code from my authenticator app

In order to protect your account, we need you to enter your complete mobile phone number (*****45) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

[Cancel](#)

Setting up your account



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Send a text to my mobile phone number

Call my mobile phone number

Approve a notification on my authenticator app

Enter a code from my authenticator app

We've sent a text message to your phone number containing a verification code.

Enter your verification code

Next

[Try again](#)

[Contact your administrator](#)

[Cancel](#)

- Enter the verification code that you have received to your phone number in a text message, and click Next



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.

New passwords must be at least fourteen characters/digits long, containing at least three of the following four types of character

- Uppercase characters a - z
- Lowercase characters a - z
- Digits 0 - 9
- Special characters ~!@#\$%^&* _ - += ` | \ () { } [] ; : " ' < > , . ? /

Your password needs to be strong and secure

← → C passwordreset.microsoftonline.com

 **UCC**
University College Cork, Ireland
Cúrsaí na hOideacháin, Coláiste

Get back into your account

verification step 1 ✓ > [choose a new password](#)

* Enter new password:

* Confirm new password:

[Finish](#) [Cancel](#)


▶ Please choose your password now and type it in here. You will need this password to access the database.

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.

REDCap
Log In


Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Click one of the buttons below to choose how you wish to log in to REDCap.

Log in using [UCC Account Login](#) -- OR -- [Local REDCap Login](#)

▶ Please use now the blue button to set up the double authentication system.

Welcome to REDCap
REDCap is a secure, web-based system for conducting surveys, REDCap offers a vast array of features and options. REDCap provides a secure and common standard calendar, a scheduler, as well as branching logic.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [Jerry Deasy](#).

University College Cork (UCC)

Advanced instrument design features - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.

Diverse and flexible survey distribution options - Use a list of email addresses or phone numbers for your survey respondents and automatically contact them with personalized messages, and track who has responded. Or create a simple link for an anonymous survey for mass email mailings, to post on a website, or print on a flyer.

Data quality - Use field validation, branching/skip logic, and Missing Data Codes to improve and protect data quality during data entry. Open data queries to automatically identify and resolve discrepancies and other issues real-time.

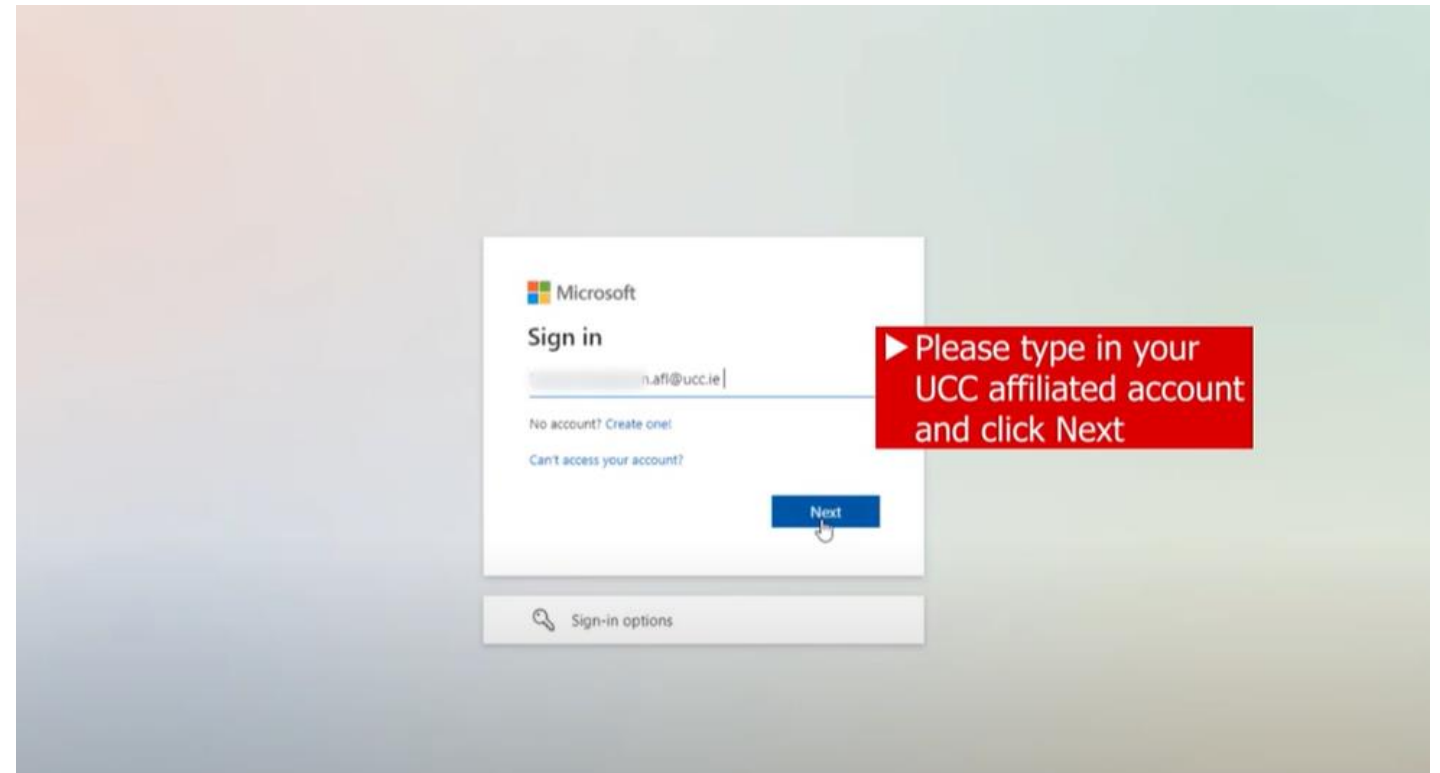
Custom reporting - Create custom searches for generating reports to view aggregate data. Identify trends with built-in basic statistics and charts.

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.

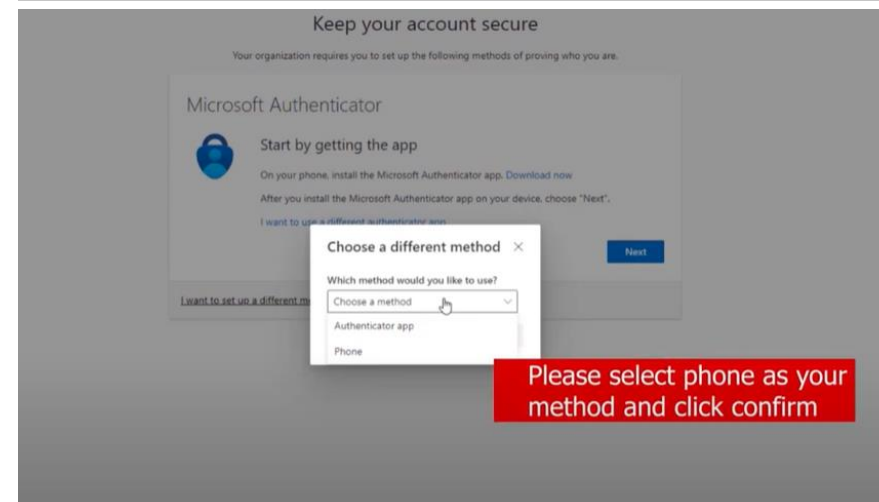
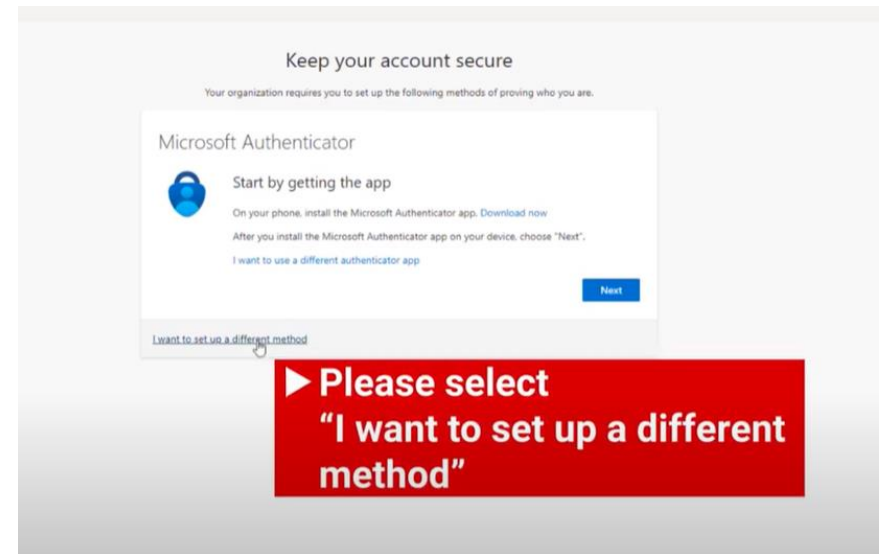
*Please make sure in this step that your browser is not already recognising another account. This can happen with hse accounts. If this is the case, please click on “I want to log in with a different account”



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.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Ireland (+353) Enter phone number

Text me a code Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

► Please select Ireland and type in your phone number. Please select Text me a code and click Next

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +353. Enter the code below

Resend code

Back Next

[I want to set up a different method](#)

► Please enter the code that you have received to your phone number here 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.

REDCap
Log In

UCC
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Click one of the buttons below to choose how you wish to log in to REDCap.

Log in using **UCC Account Login** -- OR -- **Local REDCap Login**

Welcome to

REDCap is a... surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

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University College Cork (UCC)

REDCap Features

- Build online surveys and databases quickly and securely in your browser** - Create and design your project using a secure login from any device. No extra software required. Access from anywhere, at any time.
- Fast and flexible** - Go from project creation to starting data collection in less than one day. Customizations and changes are possible any time, even after data collection has begun.
- Advanced instrument design features** - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.
- Diverse and flexible survey distribution options** - Use a list of email addresses or phone numbers for your survey respondents and automatically contact them with personalized messages, and track who has responded. Or create a simple link for an anonymous survey for mass email mailings, to post on a website, or print on a flyer.
- Data quality** - Use field validation, branching/skip logic, and Missing Data Codes to improve and protect data quality during data entry. Open data queries to automatically identify and resolve discrepancies and other issues real-time.
- Custom reporting** - Create custom searches for generating reports to view aggregate data, identify trends with built-in basic statistics and charts.
- Export data to common analysis packages** - Export your data as a PDF or as

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.

[Log out](#)

Basic User Information Form

Before accessing REDCap, we first need to obtain some basic information about you. Please enter ALL the fields below and then hit the Submit button. Once this information is saved, you can change it any time by navigating to the Profile page, which you will find the link to at the top right of every page.

Username:

First name:

Last name:

Email:

Re-enter email:

NOTE: The email address entered above will first need to be verified before access to REDCap is granted. After clicking the Submit button, an email will be sent to that email account, after which you will need to click the link in the email to verify your email account before accessing REDCap.

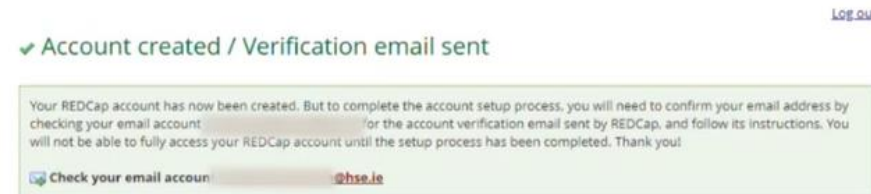
▶ Please enter your HSE e-mail or the e-mail you provided to us when setting up the account.

****Please DO NOT use your UCC affiliated account here****

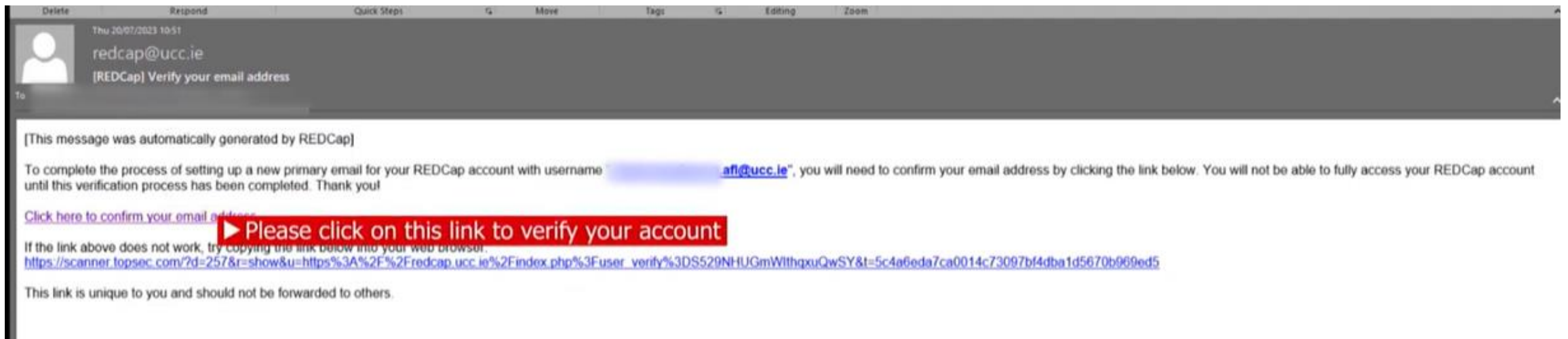
Setting up your account



- 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.



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.



▶ Please click now Access REDCap

