Creating an account for REDCap

This document describes how a new user will create an account in REDCap. The user initiates the process, but before the account has access, the REDCap Administrator will have to approve them.

Go to https://rcapp.westernu.edu/redcap/

REDCap™

Log In

Please log in with your user name and password. If you are having trouble logging in, please contact REDCap Administrator.

| Username: | |
| Password: | |

Log In   Forgot your password?

Enter your WesternU network username and password (Ex. jsmith).
Click Log in and you will get the following screen.

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 My Profile page, which you will find the link to at the top right of every page.

Username:	**bucaoa**
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 inside the email to verify your email account before accessing REDCap.

Submit

After entering the information and clicking Submit, REDCap will generate an email to the user and display this screen:
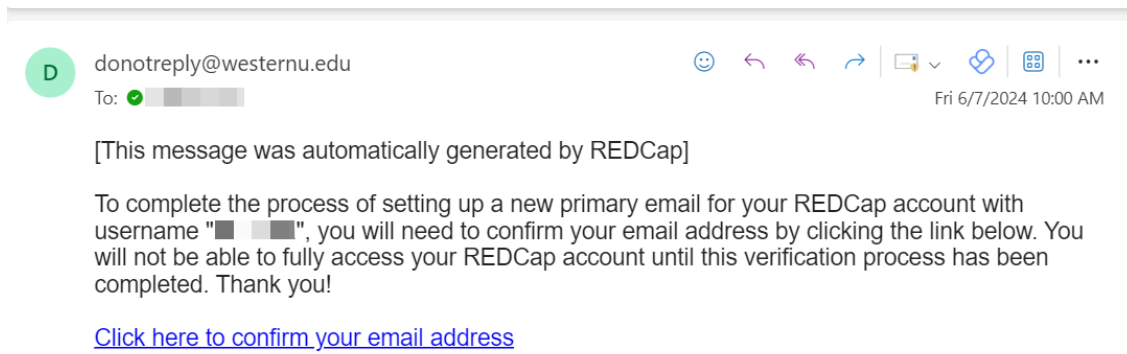
Log out

✔ Account created / Verification email sent

Your REDCap account has now been created. But to complete the account setup process, you will need to confirm your email address by checking your email account bucaoa@westernu.edu for the account verification email sent by REDCap, and follow its instructions. You will not be able to fully access your REDCap account until the setup process has been completed. Thank you!

✉ Check your email account **bucaoa@westernu.edu**

The email to the user will look like this:

[REDCap] Verify your email address

[This message was automatically generated by REDCap]

To complete the process of setting up a new primary email for your REDCap account with username "■■■", you will need to confirm your email address by clicking the link below. You will not be able to fully access your REDCap account until this verification process has been completed. Thank you!

[Click here to confirm your email address](#)

This link is unique to you and should not be forwarded to others.

After clicking the link in the email, the user will get this:

Log out

✔ **Email account verified!**

Your email account for REDCap has now been verified. You may now access REDCap by clicking the link below.

[Access REDCap]

When you click the Access REDCap button, you will be taken to the REDCap home page.

At this point, the REDCap Administrator will need to add the user to the whitelist so that they have access.