

User Access Dashboard- REDCap – How-To Guide


User Access Dashboard

The **User Access Dashboard** is used to review which users have access to each project. Its link is located on the **My Projects** page at the top right.


Dashboard pages:

- [User Access Dashboard](#)
- [Sponsor Dashboard \(1 users\)](#)

The dashboard lists the last time it was viewed by the user. Users should regularly examine their dashboards to ensure appropriate access to each project.

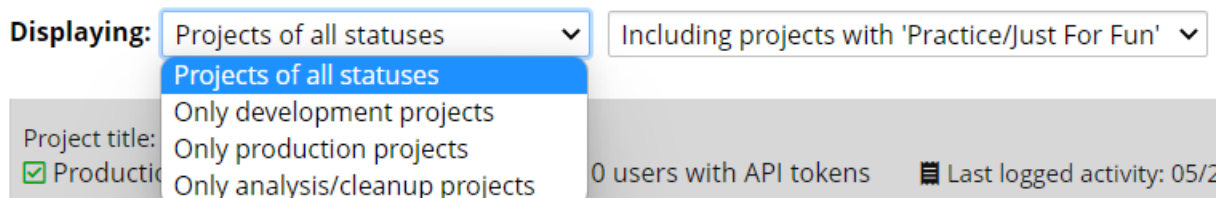
 You last accessed the User Access Dashboard 9 days ago.

One indicator for inappropriate access is a suspended account. These accounts deny users from logging into REDCap, requiring contact with an administrator to restore the account. REDCap automatically selects the identified users for removal.

 **You have 37 recommendations, which are pre-selected below.** The users are pre-selected below because their REDCap account is suspended. However, they could possibly be un-suspended at any time, so it is recommended that you either expire their access or remove them from the project immediately to ensure they do not regain access to the project unintentionally.

Account suspensions work at the system level. Project owners can choose to set expirations at the project level for specific users as well.

The dashboard can be filtered by project status and whether practice projects are included.



For each project listed, users can find information on:

- the project status
- number of users
- API tokens accessed
- last logged activity
- specific users expiration dates

Project owners can delete or expire the access of every person given access to the project.

Project title: ...						
<div> ✓ Production 👤 23 users (including you) 🪙 0 users with API tokens 📅 Last logged activity: 06/03/2022 8:26am </div>						
User	API Token	User's Project Expiration (M/D/Y)	Last time the user accessed the project	✖ Delete	⌚ Expire	
...		—	fetch	<input type="radio"/>	<input type="radio"/>	reset
...		—	fetch	<input type="radio"/>	<input type="radio"/>	reset
...		—	fetch	<input type="radio"/>	<input type="radio"/>	reset
...		—	fetch	<input type="radio"/>	<input type="radio"/>	reset
...		—	fetch	<input type="radio"/>	<input type="radio"/>	reset
... [account suspended]		—	fetch	<input type="radio"/>	<input checked="" type="radio"/>	reset

Remember to save your changes!

Save
[Reset](#)