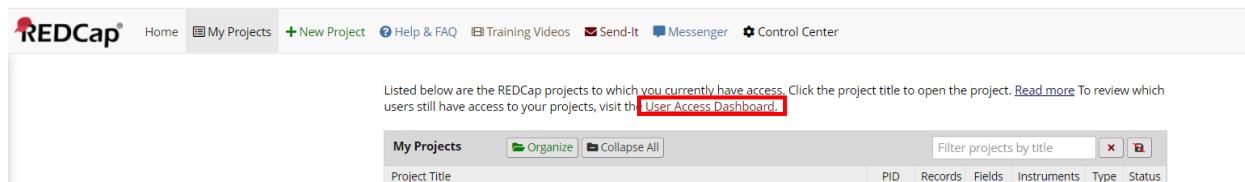# User Access Dashboard- REDCap – How-To Guide

User Access Dashboard

The "User Access Dashboard" is a reporting tool designed to assist you in the management of users that have been granted access to your REDCap projects. If you are able to view this dashboard, you have rights to the User Rights application for at least one project. A summary of all the projects in which you are able to grant other users access, or to edit their user privileges, is provided below. The list can be filtered by project status and project purpose. Please review the table every 30 days to ensure that each person listed still requires access to each project. If a user should no longer have access to a given project, you may click the radio button to delete that person from the project or expire that person's access to the project (default yesterday's date). You must click the button at the bottom of the page in order to implement any changes. Changes would then take effect immediately. If you prefer, these updates may still be done within individual projects, as before, but the tool will help streamline the process. It is recommended that you access the User Access Dashboard at least once a month to review which users still have access to your projects. To access the dashboard, click on the "User Access Dashboard" link.

User Access Dashboard

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You last accessed the User Access Dashboard earlier today.

Displaying: [Projects of all statuses ▼] [Including projects with 'Practice/Just For Fun' ▼] [Reload page]

Project title: **Donna McD Test Project**
Development | 2 users (including you) | 0 users with API tokens

User	API Token	Project Expiration (M/D/Y)	Last time the user accessed the project	❌ Delete	⏱ Expire	
mcdonaldd® (Donna McDonald)		—	fetch	○	○	reset
wallacega (gary wallace)		—	fetch	○	○	reset

Project title: **Ice Cream**
Development | 2 users (including you) | 0 users with API tokens

User	API Token	Project Expiration (M/D/Y)	Last time the user accessed the project	❌ Delete	⏱ Expire	
mcdonaldd® (Donna McDonald)		—	fetch	○	○	reset
wallacega (gary wallace)		—	fetch	○	○	reset