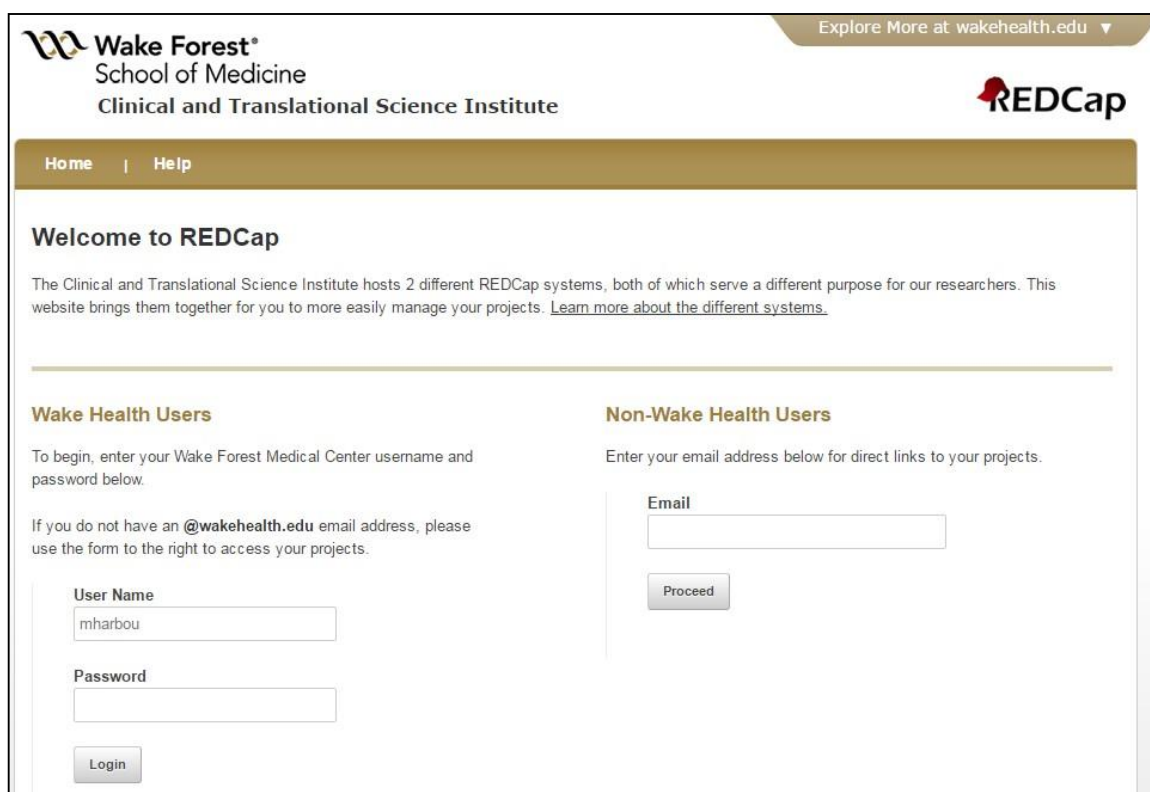


Profile- REDCap – How-To Guide

Accessing REDCap

1. To access REDCap, enter the URL into your internet browser: <https://redcap.wakehealth.edu/>
2. Login using your current Medical Center ID (**without @wakehealth.edu**) and current password
3. FAQ's and tutorial videos are available within the navigational bar by clicking on Help



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REDCap

Home | Help

Welcome to REDCap

The Clinical and Translational Science Institute hosts 2 different REDCap systems, both of which serve a different purpose for our researchers. This website brings them together for you to more easily manage your projects. [Learn more about the different systems.](#)

Wake Health Users

To begin, enter your Wake Forest Medical Center username and password below.

If you do not have an @wakehealth.edu email address, please use the form to the right to access your projects.

User Name

Password

Login

Non-Wake Health Users

Enter your email address below for direct links to your projects.

Email

Proceed

Choosing the Correct System

Internal System - Projects to be accessed only on the Wake Forest network (not including guest networks). The Internal System is still accessible through VPN.

External System - Projects to be accessed outside of the Wake Forest network. For example, surveys that will be emailed to participants.

The *REDCap System Comparison* hyperlink will provide additional detail on the available systems.

[Home](#) | [My Projects](#) | [Help](#) | [Logout](#)

Create a REDCap Project

Choose the right REDCap System

If you have any questions about which system to use, please visit our [REDCap System Comparison](#) page or [email us](#).

REDCap External

- Your project has been approved by the IRB, and you will work with collaborators outside of the Wake Forest Baptist Health network ¹
- You have a public survey that will be completed outside of the Wake Forest Baptist Health network ¹

Use REDCap External

REDCap Internal

- All other projects

Use REDCap Internal

¹ Reynolda Campus is not part of the Wake Forest Baptist Health network. Users from Reynolda Campus must have a Wake Forest Baptist Health login and VPN or Portal access.

Account Settings

To change the email address associated with your account, to add additional email addresses that you want associated with your account, or to change the name associated with your account, see the steps below.

1. Log into REDCap
2. Go to the Home tab or My Projects tab and click on 'My Profile' in the top right corner (see below)



The screenshot shows the REDCap website interface. In the top right corner, the 'My Profile' link is circled in red, with a red arrow pointing to it from the text 'click on 'My Profile' in the top right corner'. Below this, the 'Edit Your User Profile' form is displayed. The form has a title 'Edit Your User Profile' and a subtitle 'If you wish, you may edit your User Profile information below. This information will not be given out to anyone but will be used to help us better keep track of who is using REDCap and also in case you need to be contacted regarding your access to REDCap.'.

The form is divided into three main sections:

- Basic Information:** This section contains fields for 'First name:' (Taryn), 'Last name:' (Stoffs), and 'Primary email:' (tis@ufl.edu). The 'Primary email:' field is circled in red, and a red arrow points to it from the text 'click on 'My Profile' in the top right corner'. Below these fields is a 'Save Basic Info' button.
- Additional Options:** This section contains fields for 'Secondary email:' (CTSI-REDCAP-SUPPORT-L@lists.ufl.edu) and 'Tertiary email:' (Add email). A red arrow points to the 'Add email' button from the text 'click on 'My Profile' in the top right corner'.
- User Preferences:** This section contains fields for 'Date and time format:' (MM/DD/YYYY and 12-hour AM/PM time), 'Number format - decimal character:' (. period / full stop), and 'Number format - thousands separator:' (, comma). Below these fields is a 'Save Preferences' button.

At the bottom of the form, there is a 'Return to previous page' button.

3. To change the primary email account associated with your REDCap account (the email address where REDCap will send you emails/notifications) enter a new email address into the Primary email line.
4. To add additional email accounts, click on Add email under Additional Options and type in a secondary email address.
5. To add a third email address, click on Add email again and type in a tertiary email address.
6. Click on Save Preferences.