Sponsor Dashboard- REDCap – How-To Guide

Sponsor Dashboard

For internal users acting as a sponsor, the **Sponsor Dashboard** is used to maintain the accounts of external users.

A link for it is located at the upper right of the **My Projects** page.

Dashboard pages:
- User Access Dashboard
- Sponsor Dashboard (1 users)

On this page, users can make requests on behalf of external users that will be executed by REDCap administrators. Information for each account requiring sponsorship is available, including details on the user's account status and activity.

	Username	First Name	Last Name	Email	View user's projects	Suspended?	Account Expiration	Last Activity	Last Login	Time of latest password reset Fetch for selected

A variety of actions can be taken by the sponsor, including:

- re-sending account creation emails
- resetting passwords
- setting account expirations
- extending account expirations
- unsuspending users
- suspending users

Using one of the buttons below, make a request to a REDCap administrator for the selected users above.

Re-send account creation email **or** Reset password **or** Set account expiration **or** Extend account expiration **or** Unsuspend user **or** Suspend user