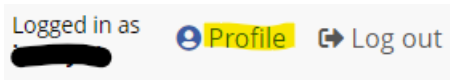


## Profile- REDCap – How-To Guide

### Profile

Users can access their **Profile** by selecting the link in the top right corner when not within a project.




On the profile page, users can update their *First name*, *Last name*, and *Primary email*.

#### Basic Information

First name:

Last name:

 Primary email:

A second or third email address can also be added. Alert, notification, and automated survey invitation recipients can receive messages from any email listed in the user's profile.

#### Additional Options


While your primary email is used when sending out emails

Secondary email:

Tertiary email:

If you'd like to use your phone instead of an email to authenticate your profile, you can setup the Google Authenticator here.

#### Login-related options:

 Set up Google Authenticator or Microsoft Authenticator for two-step login

You can even choose a variety of preferences:

## User Preferences

Set your preferences for how dates, timestamps, and numbers appear to you in REDCap.

Date and time format:

MM/DD/YYYY and 12-hour AM/PM time ▼

(e.g., 12/31/2004 22:57 or 31/12/2004 10:57pm)

Number format - decimal character:

. (period / full stop) ▼

(e.g., 3.14 or 3,14)

Number format - thousands separator:

, (comma) ▼

(e.g., 1,000,000 or 1.000.000 or 1 000 000)

Delimiter for CSV file downloads:

, (comma) ▼

(e.g., "record.age.bmi" or "record;age;bmi")

Save Preferences

## Notification Preferences for REDCap Messenger

If you receive a message while you are not logged in to REDCap, Messenger will send an email informing you of any unread messages (note: the email will *\*not\** contain the message text itself). Below you may adjust your preferences for how often you want to receive email notifications from REDCap Messenger.

Frequency of email notifications for any new messages received:

4-hour digest ▼

Enable instant email notifications for 'Important' messages and messages where you are tagged (@username)? This overrides the frequency setting above.



(If checked, always send an email when tagged or when receiving an 'Important' message.)

Enable email notifications for General Notifications (sent by REDCap administrators) and System Notifications (updates about new features)?



Save Messenger Preferences