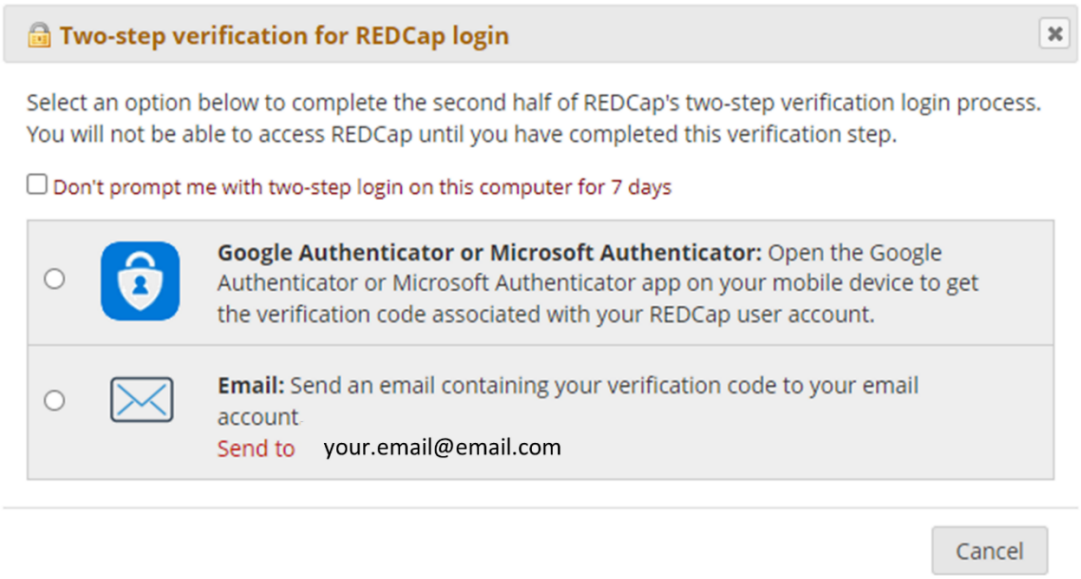
REDCap Two-Factor Authentication Setup Instructions

After logging in to https://redcap.cir.ed.ac.uk/ with your username and password, you should be prompted to provide the system with a verification code. The prompt will look like this:

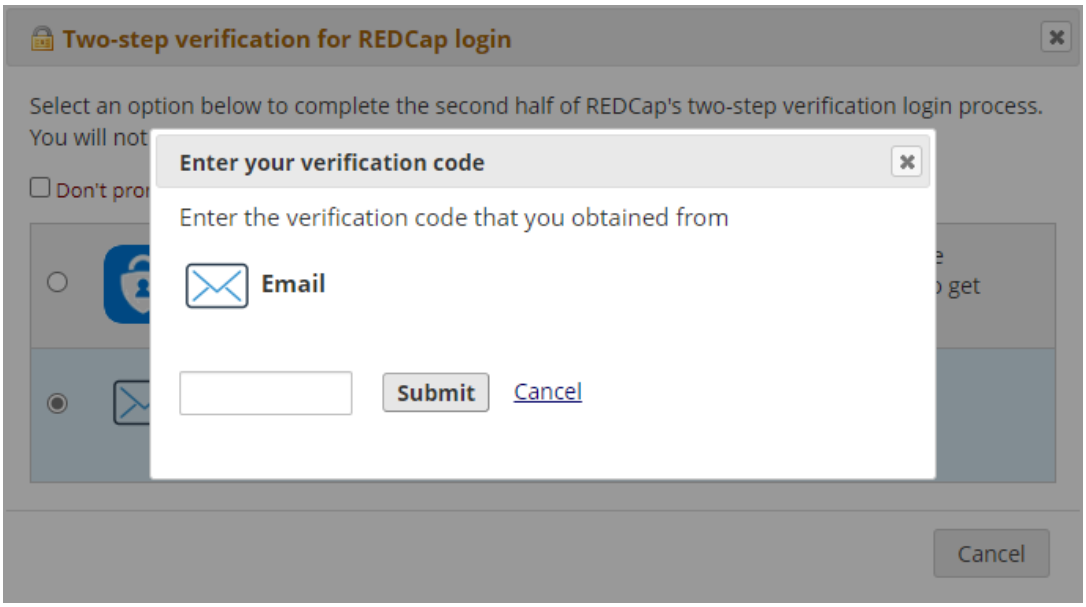


Note – make sure to tick the "Don't prompt me…" box in this window to have your device remembered for 7 days.

Email

Receiving your authentication code by email is straight-forward and quick provided your internet connection is sufficient. To do this,

1. Select the email option in the prompt above.
2. You will receive an email titled "REDCap 2-step login" with your verification code. Enter or copy/paste this code in the submission textbox (see below).

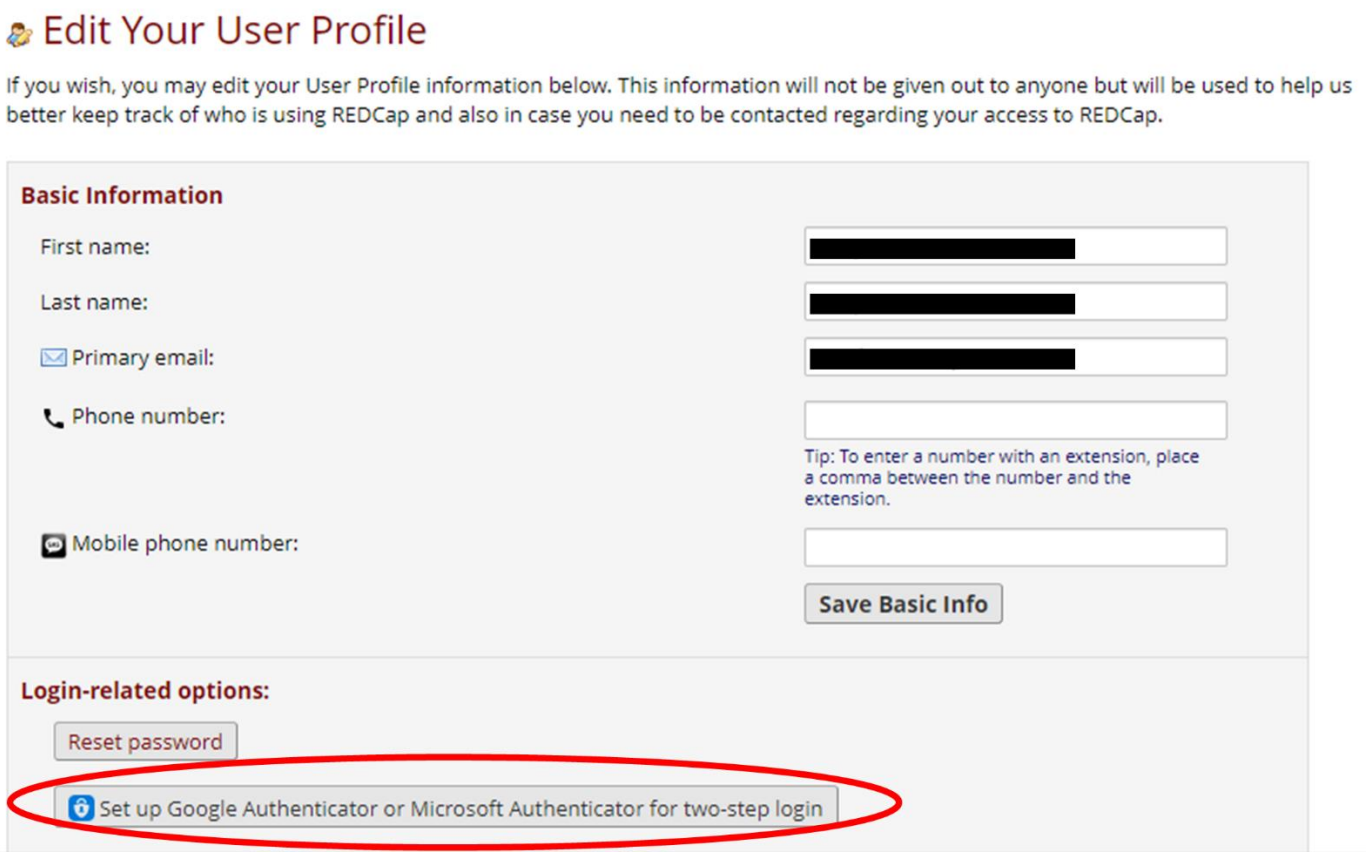


Google Authenticator or Microsoft Authenticator

If you prefer the convenience of a mobile phone application and/or have limited access to your email account, you can use either one of these two apps to generate your verification codes. These apps are free, do not require an internet connection, and do not require you to make an account with them.

To set up an authenticator app:

1. Navigate to your REDCap profile (upper right-hand corner of the screen).
2. Under "Login-related options" select "Set up Google Authenticator or Microsoft Authenticator for two-step login" (circled below).



3. Follow the on-screen instructions for downloading and setting up your authenticator app (see below).

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

To use two-step verification to log in to REDCap using Google Authenticator or Microsoft Authenticator mobile app, you will need to first download the app onto your mobile device. Use a link below to download the app on your mobile device.

1) Download the Google Authenticator or Microsoft Authenticator app to your mobile device

Download the app by searching for '**Google Authenticator**' or '**Microsoft Authenticator**' in your mobile device's app store (e.g., Apple App Store, Google Play Store).

2) Open the app, and scan this QR code View QR code in separate window

If you're having trouble scanning the QR code, enter the values below into your Google Authenticator app using the Manual Entry method. Also, make sure you set it as 'Time-based'.

Account: [redacted]**@redcap.cir.ed.ac.uk**
Key/secret: [redacted]

3) Use the app when you log in to REDCap

After you have scanned the QR code using the Google Authenticator or Microsoft Authenticator app, you can open the app at any time in the future to obtain your verification code for REDCap. The verification code is always changing, so it will be different each time you log in. **NOTE: The app does not require an internet connection** on your device in order to work.

Close

For assistance, please contact surgery.redcap@ed.ac.uk