

REDCap

[Account Manager] Create a user

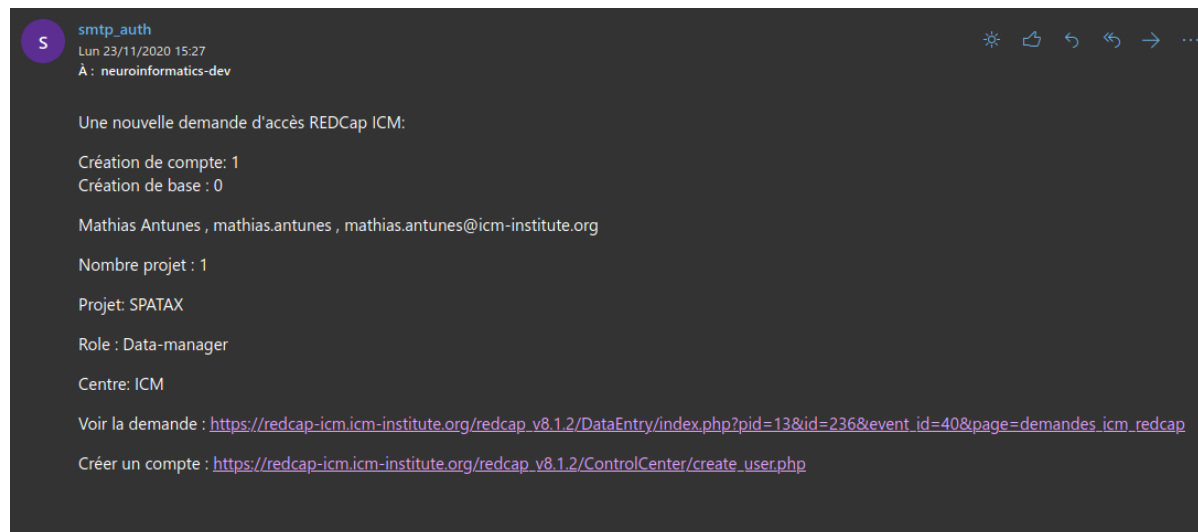


Institut du Cerveau

*Chercher, trouver, guérir,
pour vous & avec vous*

A. Create a user with the survey email :

1. Click the links in the mail



One will take you to the request, the other to the panel of user creation.

2. Fill the form with the information of the user request (**Try to respect username = firstname.lastname)

To create a new user (Table-based authentication ONLY), provide the new user name along with the user's name and email address. Once created, the user will receive an email with log in information.

Basic attributes:

Username:

First name:

Last name:

Primary email:

Notification Preferences for REDCap Messenger:

Frequency of email notifications for any new messages received:

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

Optional attributes:

Secondary email:

Tertiary email:

Institution ID:
(OPTIONAL identifier specific to your institution.)

User's sponsor (secondary contact person):
(REDCap username of sponsor)

Expiration Date: D-M-Y H:M
Time that the user's account will be automatically suspended. User will be notified via email 14 days prior to their suspension, and if the user has a sponsor listed above, the sponsor will be CC'd on that email so that they are aware.

Miscellaneous comments about the user:

☒ Display user on 'Email Users' page?

☒ Allow this user to request that projects be created for them by a REDCap administrator?
(If not checked, they will neither be able to create new projects nor request that new ones be created for them.)

[Cancel](#)

Please complete this questionnaire and sign the charter of use below.

First Name
* must provide value

ex: Marie

Last Name
* must provide value

ex: Dupont

Login
* must provide value

firstname.lastname * This will be your future login

Email
* must provide value

According to the GCP, a generic email is not allowed as you need to receive your login credentials in a secure space

Confirm your email
* must provide value

Secondary email [OPTIONAL]

Current city

Current working site/institution
* must provide value

ICM, APHP Salpêtrière, Inserm, Upmc...

Project details

What do you want ?
* must provide value
☒ Join an existing projet
☐ Create a new one

How many project in production do you wish to join ?
* must provide value

Project 1 in production you wish to join

If the projects don't appear in the list, or if they are not in production yet, please specify their names here

Your role

Job or role you will have in this project
* must provide value

Head of the project (We might contact him for more information)

Untick this !

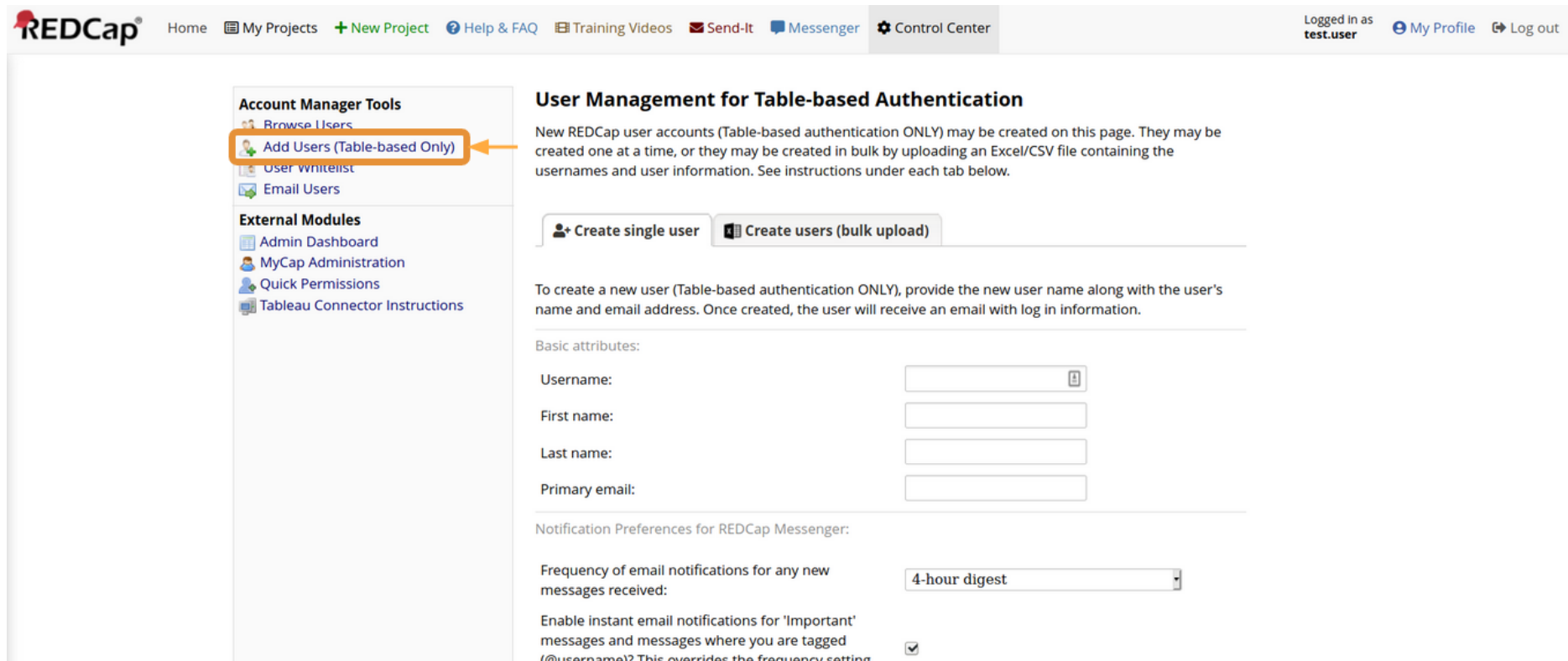
Save

B. Create a user without the email (Please try to use the survey if possible):

1. Access the Control Panel at the top of the Home page



2. Access the Add User Panel



The screenshot shows the REDCap web interface. The top navigation bar includes links for Home, My Projects, New Project, Help & FAQ, Training Videos, Send-It, Messenger, and Control Center. The user is logged in as 'test.user'. On the left sidebar, under 'Account Manager Tools', the 'Add Users (Table-based Only)' option is highlighted with an orange box and an arrow. Below this, there are links for 'User Whitelist' and 'Email Users'. Under 'External Modules', there are links for 'Admin Dashboard', 'MyCap Administration', 'Quick Permissions', and 'Tableau Connector Instructions'. The main content area is titled 'User Management for Table-based Authentication'. It explains that new REDCap user accounts (Table-based authentication ONLY) can be created on this page, either one at a time or in bulk by uploading an Excel/CSV file. There are two tabs: 'Create single user' and 'Create users (bulk upload)'. Below the tabs, instructions state that to create a new user, the user name and email address must be provided. The 'Basic attributes' section contains input fields for Username, First name, Last name, and Primary email. The 'Notification Preferences for REDCap Messenger' section includes a dropdown for 'Frequency of email notifications for any new messages received' (set to '4-hour digest') and a checkbox for 'Enable instant email notifications for 'Important' messages and messages where you are tagged (@username)? This overrides the frequency setting' (checked).

3. Create your user

To create a new user (Table-based authentication ONLY), provide the new user name along with the user's name and email address. Once created, the user will receive an email with log in information.

Basic attributes:

Username:	<input type="text"/>	← Username (firstname.lastname)
First name:	<input type="text"/>	← Firstname
Last name:	<input type="text"/>	← Lastname
Primary email:	<input type="text"/>	← Email

Notification Preferences for REDCap Messenger:

Frequency of email notifications for any new messages received:

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

Optional attributes:

Secondary email:	<input type="text"/>	
Tertiary email:	<input type="text"/>	
Institution ID:	<input type="text"/>	← You can specify the Institution here
<small>(OPTIONAL identifier specific to your institution.)</small>		
User's sponsor (secondary contact person):	<input type="text"/>	
<small>(REDCap username of sponsor)</small>		
<small>A user's sponsor is the person to contact regarding this user account and may be the person who requested that this account be created.</small>		
Expiration Date:	<input type="text"/>	<small>D-M-Y H:M</small>
<small>Time that the user's account will be automatically suspended. User will be notified via email 14 days prior to their suspension, and if the user has a sponsor listed above, the sponsor will be CC'd on that email so that they are aware.</small>		
Miscellaneous comments about the user:	<input type="text"/>	
	<small>Expand</small>	

☒ Display user on 'Email Users' page?

☒ **Allow this user to request that projects be created for them by a REDCap administrator?**
(If not checked, they will neither be able to create new projects nor request that new ones be created for them.)

← Untick this if you create a basic user !



[Cancel](#)

← Save




C. Final step : Add it to your project

1. Add the user to your project through User rights


Add new users: Give them custom user rights or assign them to a role.

— OR —

Create new roles: Add new user roles to which users may be assigned.



(e.g., Project Manager, Data Entry Person)