

REDCap

Create a user



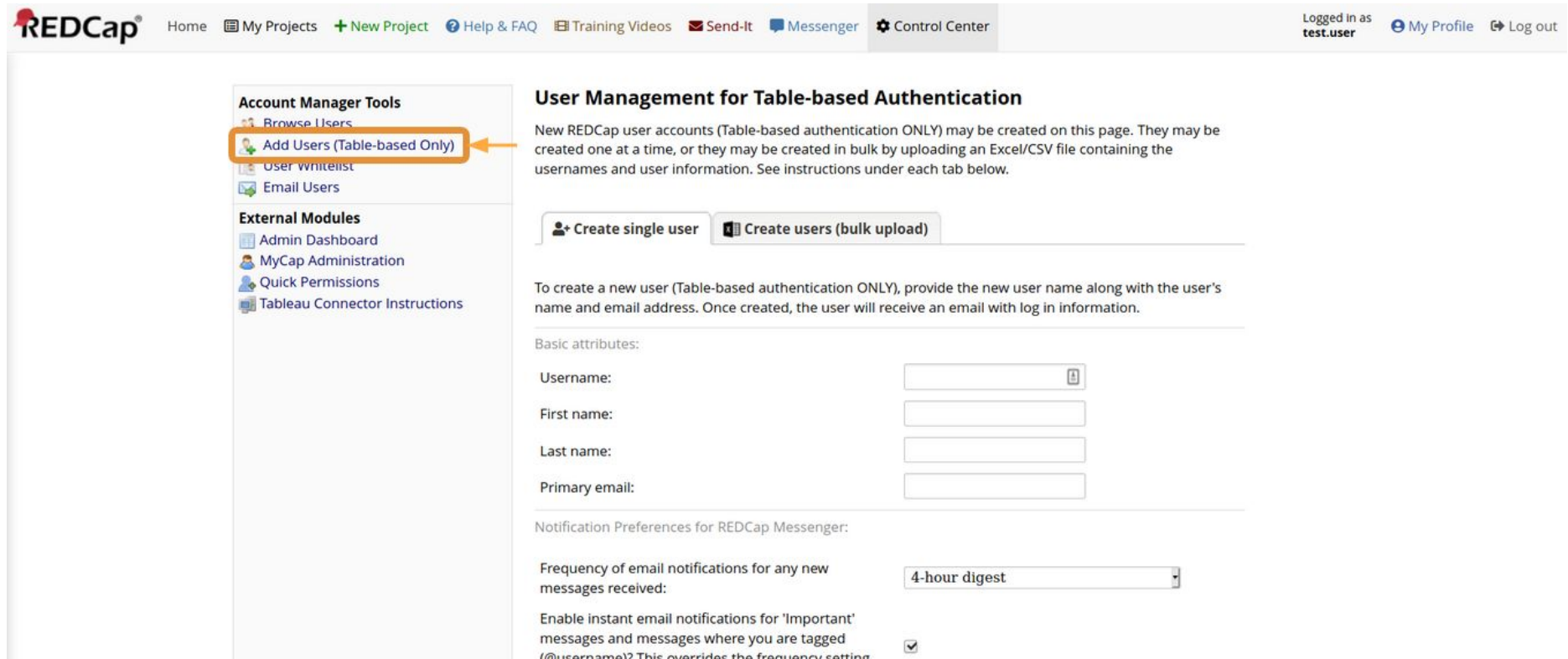
Paris Brain Institute

*Search, find, cure,
for you, with you*

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, under 'External Modules', 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 contains a paragraph explaining that new REDCap user accounts (Table-based authentication ONLY) can be created here, 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, a paragraph states that to create a new user, the user name and email address must be provided. The 'Basic attributes' section includes 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:  ← Username (firstname.lastname)
 First name: ← Firstname
 Last name: ← Lastname
 Primary email: ← 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: ← You can specify the Institution here
(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:
Expand

☒ 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 !



← Save

Final step : Add it to your project




Add the user to your project through User rights

- Add With custom rights to create specific rights for each user
- Create role to regroup user in same role.
- Assign user to a role created before


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)