

# REDCap User Guide 1

## Logging into REDCap for data collection

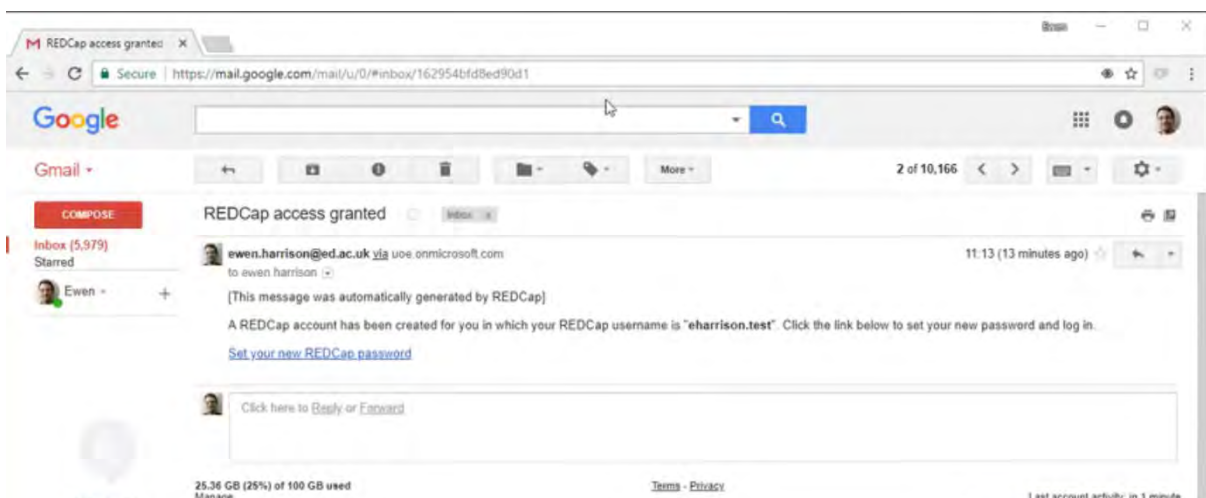
# GlobalSurg Training

Logging into REDCap for data collection



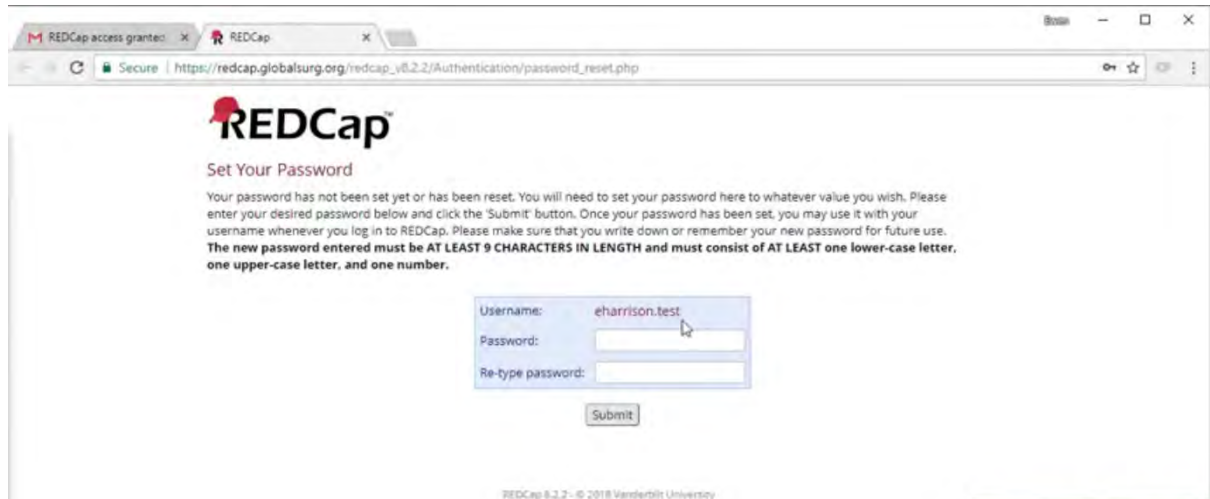
### Prerequisite:

You should have received an email from us, entitled 'REDCap access granted'

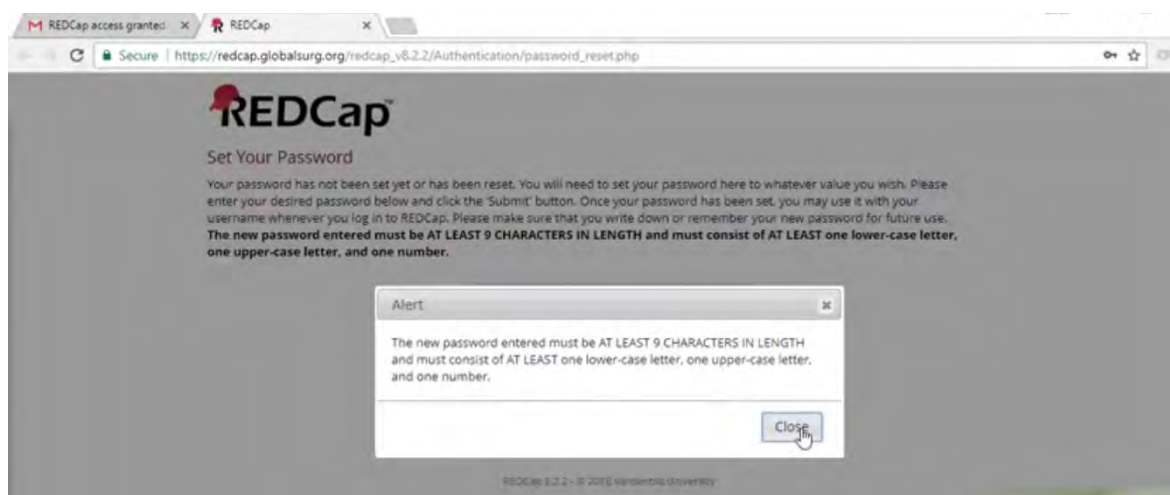


## Steps:

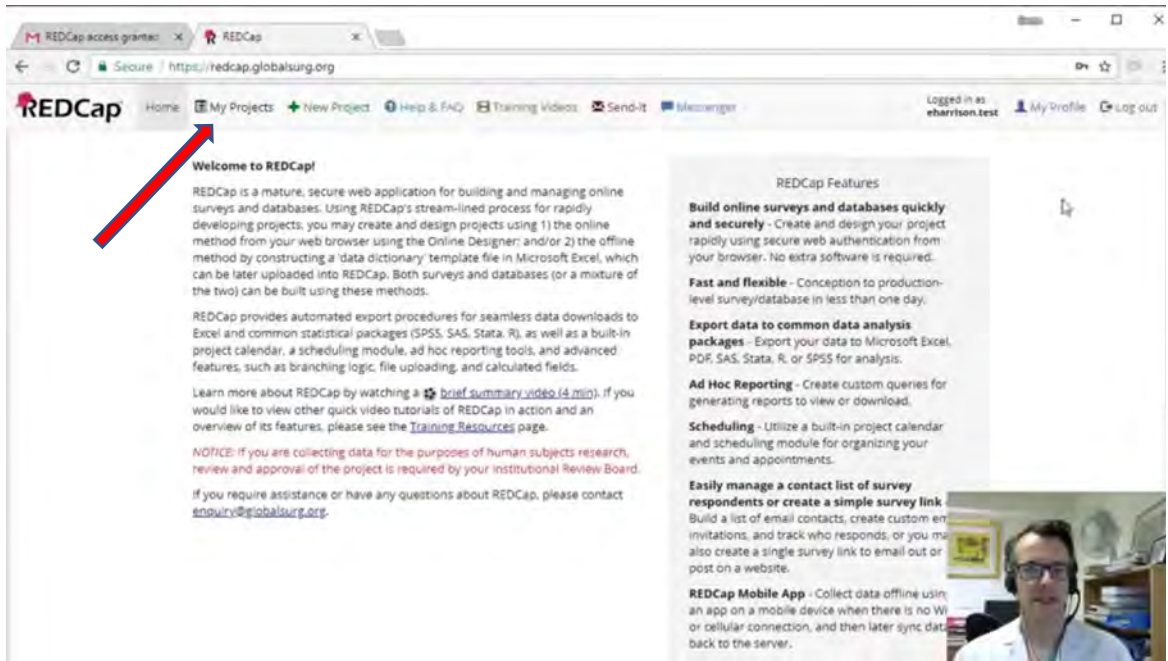
1. Click on the link 'Set your new REDCap password' in the email. This will take you to the password setup page in REDCap.



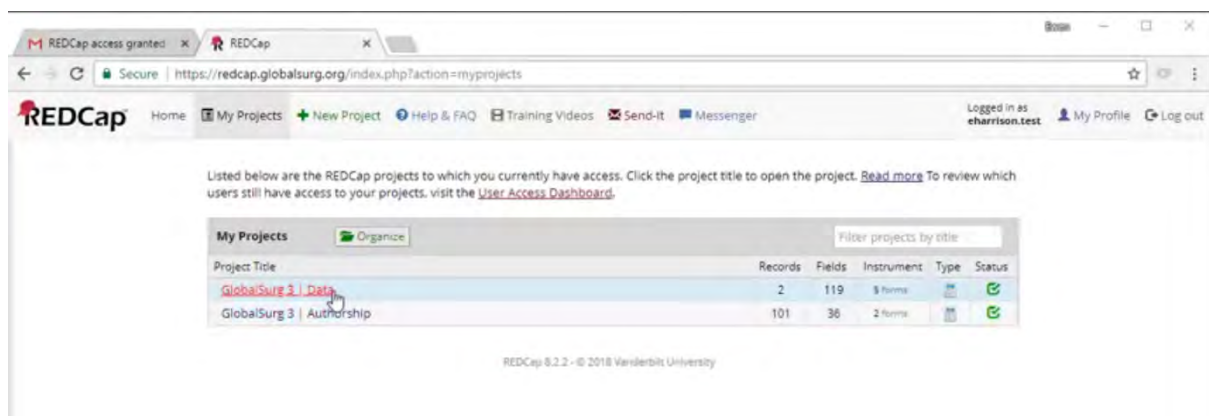
2. You will see your username in the dialog box. Click in the 'password' field to set your password.
3. The requirements for the password are that it should be **AT LEAST 9 CHARACTERS IN LENGTH** and must consist of **AT LEAST one lower-case letter, one upper-case letter, and one number.**
  - If you enter the wrong password format, you will get an alert, as shown below:



4. After creating your password in line with the requirements, re-type your password in the 'Re-type password' field, and click 'Submit'.



5. This takes you to the REDCap welcome page shown above, which gives you all the details of REDCap.
6. If you click on 'My Projects' (where the arrow above is pointing to), it will ask you to set a security question as below. This question helps with recovering your password if you forget it, so it is advisable that you select a security question and set an answer and save it.



7. Next, you will see two projects, entitled "Data" and "Authorship". The "Data" project is for patient data collected over the period of the study. The "Authorship" project holds the details of your mini-team, your ORCID number, and the data collection period.