Step 1:

Go to https://redcap.syr.edu to log in to server with your netid and password.

Step 2:

Enter your name and email address to complete the Basic User Information Form.

You should be presented with the following:
Step 3:

You will receive an email with the subject “[REDCap] Verify your email address” and in it will contain a link that you will need to click on.

[This message was automatically generated by REDCap]

To complete the process of setting up a new primary email for your REDCap account with username "netid", you will need to confirm your email address by clicking the link below. You will not be able to fully access your REDCap account until this verification process has been completed. Thank you!

Click here to confirm your email address

If the link above does not work, try copying the link below into your web browser: https://redcap.syr.edu/index.php?user_verify=LV6zfoQohgaPBxhCrwo7

This link is unique to you and should not be forwarded to others.

You will then be presented with the following:

✔ Email account verified!

Your email account for REDCap has now been verified. You may now access REDCap by clicking the link below.

Access REDCap

At this point you have created an account that can be used for the REDCap server.
Step 4:

REDCap uses two-step verification and you will have two options that can be used, Google Authenticator or email. Either one can be used at any time. (The first time you log in you will need to select email so you can access your account to setup Google Authenticator.)

If you select email, you will receive an email with a subject of “REDCap 2-step login” and the body will contain a verification code good for 2 minutes:

Your REDCap verification code is 785335

(This code will expire in 2 minutes.)
You can then put the code in and gain access to the REDCap server.

When you log in, you can click on the “My Profile” link to setup Google Authenticator.
Click on the “Set up Google Authenticator for two-step login” button.

You will be presented with a QR code window. From your phone, open the Google Authenticator app, add an account and scan the QR code by placing the barcode within the lines as directed.
Set up Google Authenticator for two-step login

To use two-step verification to log in to REDCap using Google 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 app to your mobile device
   Download the app from Apple App Store or Google Play Store or alternatively search for "Google Authenticator" in your mobile device's app store.

2) Open the app, and scan this QR code

   ![QR code]

   Having trouble scanning the QR code? Try the manual method.

3) Use the app when you log in to REDCap
   After you have scanned the QR code using the Google 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.