Facilitating Access to UF CTSI REDCap Software for Non-UF Research Collaborators

Overview
Users gain access to REDCap Web-based software by logging in with their GatorLink (GL) credentials. In many cases, (e.g., for multicenter studies), personnel at other institutions do not have GL credentials. This document briefly describes the workflow for creating and distributing GL credentials. The intended audience for this document includes UF research teams and external, non-UF research collaborators seeking access to REDCap.

“Non-UF research collaborators” are defined as external faculty and research study staff that do not have UFIDs – unique identification numbers created and used within the University of Florida system.

To obtain a UFID (and resulting GL credentials), these external individuals are sponsored by the UF division or department within which the UF Principle Investigator for a given project is affiliated.

UF researchers (and/or their designee) contact their department’s Identity Coordinator (IC), who adds each external user as a “Departmental Associate” within UF’s PeopleSoft system. The process can be coordinated as required within each sponsoring department; REDCap Support provides this document as basic guidance for UF researchers and their staff – it is not intended to supersede official University of Florida or departmental procedures.

Procedure Guidance
1. The UF PI or Study Contact collects the required details about the external, non-UF research collaborators, and provides them to the UF Identity Coordinator in an appropriate format.

2. The IC adds external individuals to PeopleSoft, generating UFIDs, and provides this information back to the UF PI or Study Contact when completed.

3. UFIDs and associated information are then distributed to external users on an individual basis – that is, each external user receives their unique UFID information along with details regarding how to create their GatorLink username and password, and how to register for REDCap. See page 2 of this document for step-by-step instructions you can customize and provide to your external users.

4. The UF PI or Study Contact adds the user to the REDCap project, assigns them to a Data Access Group (if a multicenter study) and selects the appropriate permissions for the new user from within the User Rights application in REDCap. New users are automatically notified by REDCap that they have been added to the study project and will have access to it under their “My Projects” tab the next time they log in to REDCap.

5. The UF CTSI REDCap Team works with the UF PI or Study Contact (the “liaison”) to answer questions and resolve issues; the liaison, in turn, communicates with external users as part of their normal study management duties.
Obtaining Access to Research Electronic Data Capture (REDCap) Software

Instructions: Replace all highlighted text with each external user’s details. Add your Study Contact information to the footer of this page. Remove these instructions, save and distribute a copy of this completed page to each user.

Users external to the University of Florida who do not already have a UFID can easily obtain one and can create a GatorLink account. The GatorLink account is then used to access the Research Electronic Data Capture (REDCap) software we will use to collect study data.

Identity Details
Name: Doe, John
Institution: University of ____
Role: Study Coordinator
Phone: 123-456-7890
E-mail: doej@another.university.edu

If any of the details above are incorrect, please provide corrections via our contact information at the bottom of this page.

Getting Started

Step 1. Use your UFID to create a GatorLink account. Your UFID is: 3456-6543.
Point your browser (preferably Internet Explorer) to the UF Authentication site: https://login.ufl.edu. Next, select the “GatorLink Account Creation” link and complete the form to create your GatorLink account.

Step 2. Forward your UF GatorLink E-mail to your preferred E-mail account.
Every six months notification to change your GatorLink password will be E-mailed to your GatorLink account. To ensure that you receive these notifications, and avoid being locked out of your account, we recommend that you forward your GatorLink email to your main business E-mail address. To do so, navigate to https://service.gatorlink.ufl.edu/modify/email_forwarding.cgi and login with your GatorLink credentials. Enter your business E-mail address into the appropriate box and click the “Set Forwarding” button to establish the forward.

Step 3. Register for REDCap.
Once you have created your GatorLink credentials (username and password), register for REDCap. Point your browser to the REDCap homepage at https://redcap.ctsi.ufl.edu and click on the “Login” link under “Login to or register for REDCap.” You will be prompted for your GatorLink username and password, then complete a one-time REDCap registration page. Once completed, you will have access to REDCap.

We recommend that you bookmark the REDCap site (https://redcap.ctsi.ufl.edu) for future access.

Step 4. Provide your GatorLink username to the UF Study Contact.
Although you now have successfully registered for REDCap, the UF Study Contact must grant you access to the specific project that you will be working on. The Study Contact needs to know the username that you created in Step 1. Use the contact information at the bottom of this page to E-mail your GatorLink username to the Study Contact. Once the Study Contact has added you to the REDCap project you will receive an E-mail notification from REDCap and will then be able to access the study project the next time you log in to REDCap.

Tips & Notes:
- Never provide your GatorLink password to anyone – the UF Study Contact only needs to know your username.
- Study Contacts and Coordinators often manage multiple studies at the same time. Provide the protocol title or PI’s name in your email as a reminder of the project you are affiliated with.
If you have questions or problems, contact the UF Study Contact listed below.