

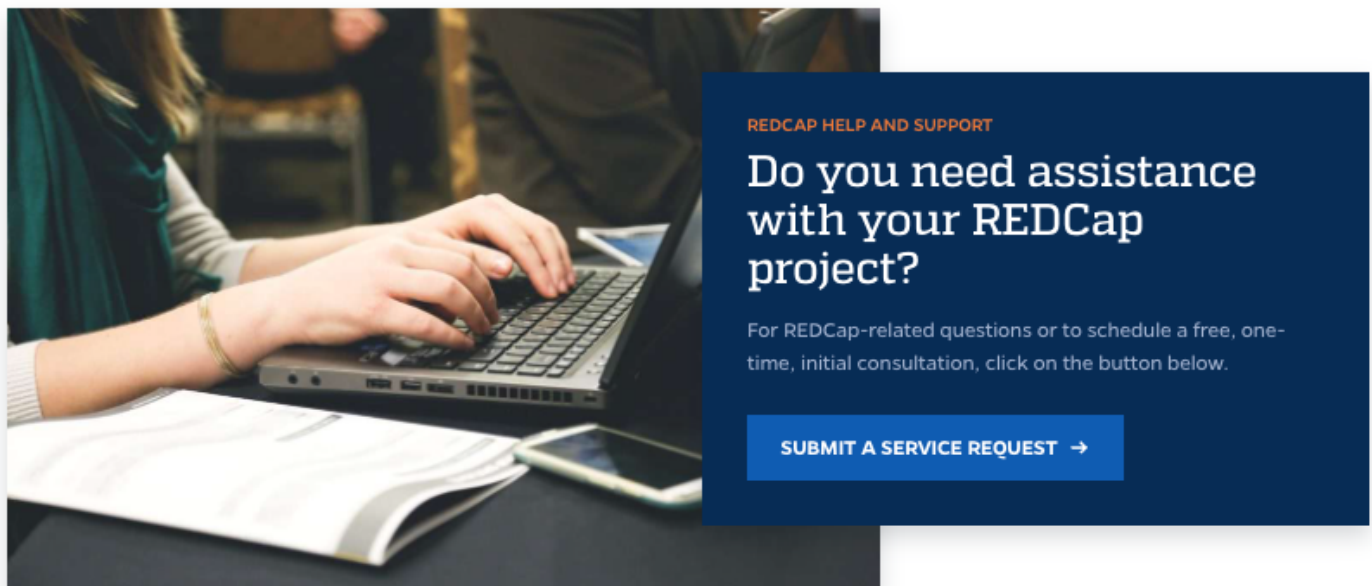
Creating a REDCap Account (UF-affiliated users)

To register for REDCap, you MUST have a UFID and GatorLink credentials (user name and password).

1. Point browser to: <https://www.ctsi.ufl.edu/research/study-design-and-analysis/redcap/>

REDCap

REDCap (Research Electronic Data Capture) is a secure, Web-based application designed to support traditional case report form data capture for your research studies.



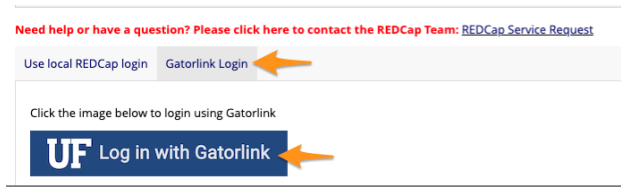
Initial access to REDCap is offered at no cost, but annual maintenance fees will apply to projects that are not deleted from REDCap within one year of their creation date. If you need financial assistance to pay for this or other REDCap project maintenance, the CTSI is willing to support the REDCap annual project maintenance costs for research projects via its voucher program. For more information about CTSI vouchers, see <https://www.ctsi.ufl.edu/research/voucher-request/>.

For those with funding, fee-based configuration services are also available to jump-start a given project.

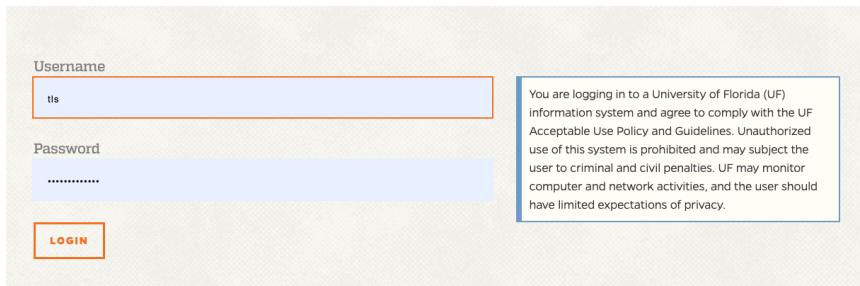


2. Click on 'Login to or register for REDCap' (see above).

3. Select GatorLink login.



4. The GatorLink login screen will appear.
5. Provide your GatorLink user name and password.



6. Once you submit that information, REDCap will send an account verification email to the email address you provided. Click on the link in that email to verify your account.
7. After your account has been verified, go back to <https://www.ctsi.ufl.edu/research/study-design-and-analysis/redcap/> and click on 'Login to or register for REDCap' and provide your GatorLink credentials to log in.

Account Settings

To change the email address associated with your account, to add additional email addresses that you want associated with your account, or to change the name associated with your account, see the steps below.

1. Log into REDCap
2. Go to the Home tab or My Projects tab and click on 'My Profile' in the top right corner (see below).

REDCap Home My Projects + New Project Help & FAQ Training Videos Send-It Control Center

Log in as **My Profile** Log out

Need help or have a question? Please click here to contact the REDCap Team: [REDCap Service Request](#)

Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

Please note that any publication that results from a project utilizing REDCap should cite grant support (NCATS grant UL1 TR000064).

NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [REDCap Support Team](#).

Need help or have a question? Please click here to contact the REDCap Team: [REDCap Service Request](#)

REDCap Features

- Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.
- Fast and flexible** - Conception to production-level survey/database in less than one day.
- Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.
- Ad Hoc Reporting** - Create custom queries for generating reports to view or download.
- Scheduling** - Utilize a built-in project calendar and scheduling module for organizing your events and appointments.
- Easily manage a contact list of survey respondents or create a simple survey link** - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.
- REDCap Mobile App** - Collect data offline using an app on a mobile device when there is no WiFi or cellular connection, and then later sync data back to the server.
- Send files to others securely** - Using 'Send-It', upload and send files to multiple recipients.

Basic Information

First name:

Last name:

Primary email:

Save Basic Info

Additional Options

While your primary email address is used for receiving emails and notifications from REDCap, your secondary and tertiary email addresses can only be used when sending out emails from REDCap (e.g., sending survey invitations), in which they appear as the "From" address in the email.

Secondary email:

Tertiary email:

User Preferences

Set your preferences for how dates, timestamps, and numbers appear to you in REDCap.

Date and time format: (e.g., 12/31/2004 22:57 or 31/12/2004 10:57pm)

Number format - decimal character: (e.g., 3.14 or 3,14)

Number format - thousands separator: (e.g., 1,000,000 or 1.000.000 or 1 000 000)

Save Preferences

To change your primary email account (where you will receive emails from REDCap)

3. To change the primary email account associated with your REDCap account (the email address where REDCap will send you emails/notifications) enter a new email address into the Primary email line.
4. To add additional email accounts, click on Add email under Additional Options and type in a secondary email address.
5. To add a third email address, click on Add email again and type in a tertiary email address.
6. Click on Save Preferences.