How to Log In to DOM REDCap as a First Time User

DOM REDCap system uses BlazerID as the authentication credentials. Contact DOM IT REDcap Team first at <u>redcap@uab.edu</u> if you need access to the system. After DOM IT team adds you to the system, please follow the instructions below to log in to REDCap.

Browse to DOM REDCap website <u>https://redcap.dom.uab.edu</u> and login with your BlazerID and password.

You are attempting service is exclusively agree to maintain th prosecuted to the fu	to access the property of the University of Alabama at Birmingham and Vanderbilt Univer for authorized users and owners. It is illegal to access this property without prior author e confidentiality, integrity, and accessibility of the data. You're hereby warned and violato illest extent of the law.	sity. This ization. You rs will be -4357).
	Username:	

Enter the requested information and click **Submit**.

Basic User Infor	mation Form	<u>Log out</u>		
Before accessing REDCap, we first need to obtain some basic information about you. Please enter ALL the fields below and then hit the Submit button. Once this information is saved, you can change it any time by navigating to the My Profile page, which you will find the link to at the top right of every page.				
Username:	jsingram			
First name:	Jonathan			
Last name:	Ingram			
Email:	jsingram@uabmc.edu			
Re-enter email:	jsingram@uabmc.edu			
	NOTE: The email address entered above will first need to be verified before access to REDCap is granted. After clicking the Submit button, an email will be sent to that email account, after which you will need to click the link inside the email to verify your email account before accessing REDCap.			
	Submit			
	REDCap 8.7.2 - © 2018 Vanderbilt University			

Check your email for the verification email.

Your REDCap account address by checking y	has now been created. But to complete the account setup process, you will need to confirm your email our email account jsingram@uabmc.edu for the account verification email sent by REDCap, and follow i
Check your email	account j <u>singram@uabmc.edu</u>
	REDCap 8.7.2 - © 2018 Vanderbilt University
ck on either of th	link to finish the verification process.
This message was a	utomatically generated by REDCap]
o complete the pro	ess of setting up a new primary email for your REDCap account with username " jsing m your email address by clicking the link below. You will not be able to fully access yo

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.dom.uab.edu/index.php?user_verify=2ovGITkBzfrsu6iYDfzs

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

Your account is now confirmed. You can now access the system just by clicking on **Access REDCap** button. Alternatively, you can access the system by browsing to: <u>https://redcap.dom.uab.edu</u>

,	✓ Email account verified!	<u>Log out</u>
	Your email account for REDCap has now been verified. You may now access REDCap by clicking the link below.	
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Now that you have logged in, click on **My Projects** to access you projects, if any.



Logged in as REDCap Home 🗉 My Projects 🕜 Help & FAQ 🖽 Training Videos 🕒 My Profile 🛛 🔂 Log out Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. Read more To review which users still have access to your projects, visit the <u>User Access Dashboard</u>. **My Projects** Drganize Filter projects by title Project Title Records Fields Instrument Type Status DOM IT Annual Billing 🗈 13 form ۶ 49 216

Your projects will be listed here. It may be blank if you have not been added to any project.

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When you are done, please be sure to log out by clicking on the Log Out button on the upper right.

REDCap HELP

If you need any assistance, please contact DOM IT REDCap team at <u>redcap@uab.edu</u>.

DOM IT HELPDESK

DOM IT General HelpDesk Contact Info:

DOM IT HelpDesk **Phone:** 205.975.HELP (205.975.4357) **E-mail:** <u>DOMHelp@uab.edu</u> **Web:** <u>http://support.dom.uab.edu</u>