Lab 1: Creating Your Account and a Project

Purpose

In this lab, you will learn how to create an account on the CSDE REDCap server and create a project.

Lab Steps

1. Open https://surveys.csde.washington.edu/
   If you are not already signed in with your UW NetID, you will first be asked to do this. Then you should see the form below.
   
   **Basic User Information Form**
   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 Profile page, which you will find the link to at the top right of every page.
   
   Username: sadecker
   First name: [field]
   Last name: [field]
   Email: [field]
   Re-enter email: [field]

   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

2. Fill out the Basic User Information Form and hit the Submit button

   **Basic User Information Form**
   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 Profile page, which you will find the link to at the top right of every page.
   
   Username: sadecker
   First name: Sara
   Last name: Decke
   Email: sadecker@uw.edu
   Re-enter email: sadecker@uw.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

3. A confirmation message should appear indicating that a verification email has been sent to you.
4. Check your inbox for an email with the subject: “[REDCap] Verify your email address”. It should contain a link that looks like below. Follow the link.

   [Click here to confirm your email address]

5. A confirmation message should appear with a button to Access REDCap

   [Email account verified!]

6. After clicking the Access REDCap button, you will be taken to the REDCap homepage. Click on the green “+New Project” link at the top menu.
7. Fill out the Project title and purpose and click the blue “Create Project” button
8. You will now be redirected to your new project's home page.