

# Lab 1: Creating Your Account and a Project

## Purpose

In this lab, you will learn how to create an account and create a project. The path you take will depend on whether or not you already have a UW NET ID. Start below if you have a UW NET ID. Otherwise, if you do not have a UW NET ID, skip ahead to page 4.

## Part 1 - Option 1: You have a UW NET ID

1. Navigate to <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

[LOG OUT](#)

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:

Last name:

Email:

Re-enter email:

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

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Username: **sadecker**

First name:

Last name:

Email:

Re-enter email:


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.

✔ Account created / Verification email sent

Your REDCap account has now been created. But to complete the account setup process, you will need to confirm your email address by checking your email account [sadecker@uw.edu](mailto:sadecker@uw.edu) for the account verification email sent by REDCap, and follow its instructions. You will not be able to fully access your REDCap account until the setup process has been completed. Thank you!

 Check your email account [sadecker@uw.edu](mailto:sadecker@uw.edu)

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!

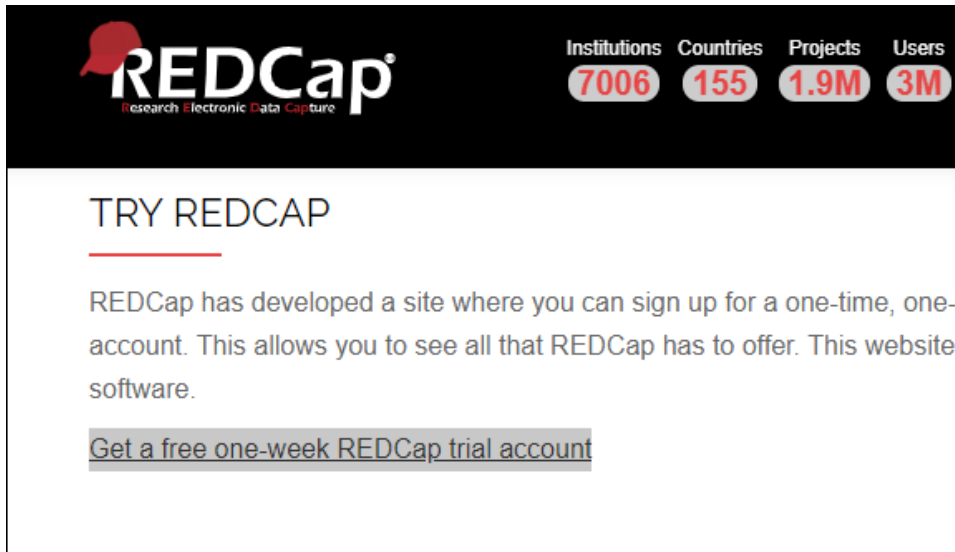
Your email account for REDCap has now been verified. You may now access REDCap by clicking the link below.

[Access REDCap](#)

6. After clicking the Access REDCap button, you will be taken to the REDCap homepage.
7. **Continue to Part 2 on page 5 to create your project.**

# Part 1 - Option 2: You do NOT have a UW NET ID

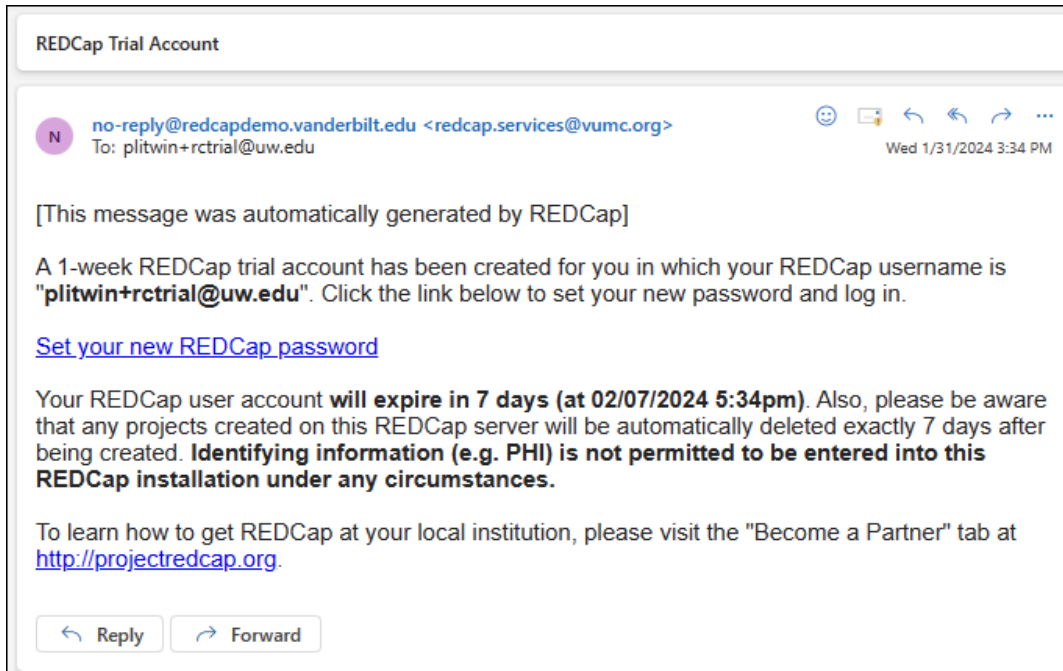
1. Navigate to <https://projectredcap.org/software/try/> to setup a one-week trial account on the Vanderbilt REDCap server.
2. Click [Get a free one-week REDCap trial account](#)



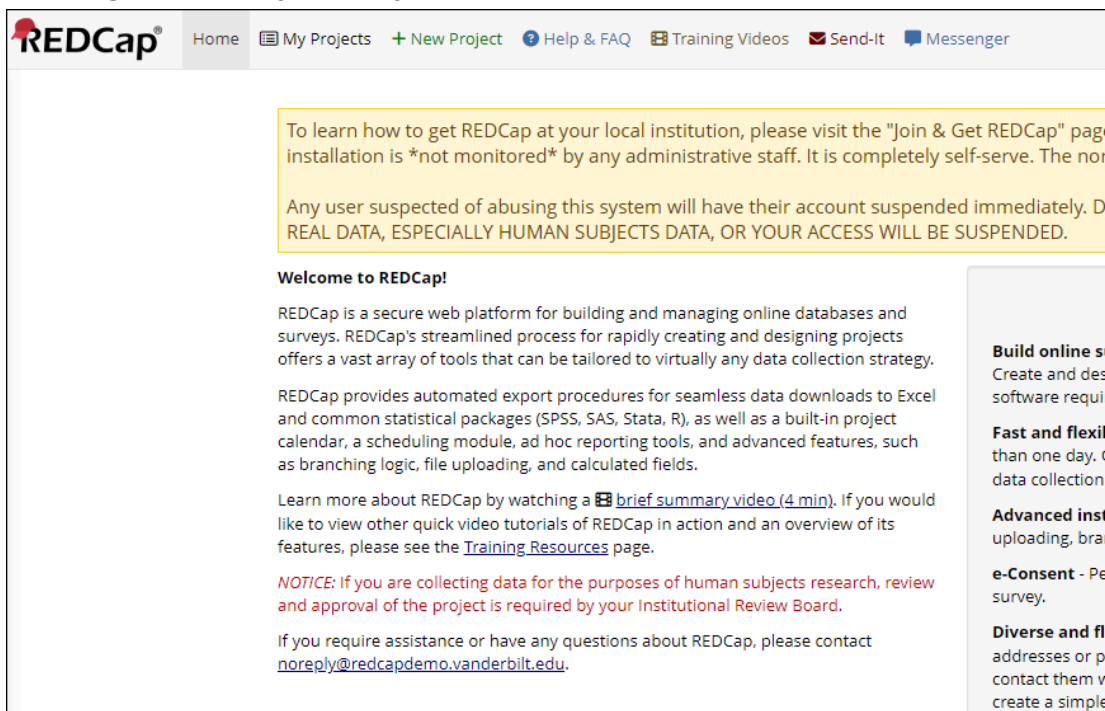
3. Fill in the requested details and click Sign up. Enter an email address you will be able to access from the workshop classroom.

The screenshot shows the sign-up form on the REDCap website. At the top left is the REDCap logo. Below it, the text reads: 'Sign up for a 1-week REDCap trial account' followed by 'Or you may [Log in](#) if you already have an account.' Below this is a paragraph: 'If you are interested in signing up for a free one-week trial of REDCap, enter your email address below to have your trial account created. Once your account is created, you can use this installation to demo all of REDCap's features.' A grey box contains a note: 'NOTE: Any projects created on this server will be automatically deleted after one week of being created. Also, please note that this REDCap installation is \*not monitored\* by any administrative staff. It is completely self-serve. Any user suspected of abusing this system will have their account suspended immediately. If you have any questions about REDCap or joining the consortium, please see [projectredcap.org](https://projectredcap.org).' The form fields are: 'Email address' (with a note 'Your email address will become your REDCap username'), 'First and last name' (two separate input boxes), 'Institution / organization name', 'Organization type' (dropdown menu), 'Country' (dropdown menu), 'Website (optional)', and 'Reason for signing up' (dropdown menu). A 'Sign up' button is located at the bottom of the form.

- You should see a green box with the title "Account successfully created" and a message stating to check your email to complete the creation of your account.
- Open the email and click on the Set your new REDCap password link.

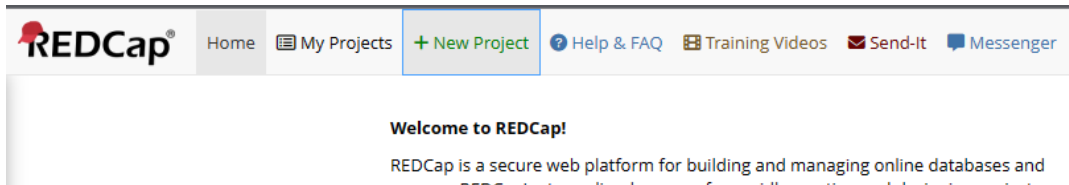


- Enter a strong password twice, after recording it on paper or on your laptop, and click Submit.
- If you are successful, you will end up at a page that looks like this. **Continue to Part 2 on the next page to create your project.**



# Part 2 - All Users

1. Click on the green “+New Project” link at the top menu.



2. Enter a Project title, select “Practice / just for fun” for the project’s purpose, and click the blue “Create Project” button. You can skip the project template.

The screenshot shows the "Create a new REDCap Project" form. The form includes the following fields and options:

- Project title:** Sara's Demo Project
- Project's purpose:** Practice / just for fun
- Project notes (optional):** (Empty text area)
- Project creation option:**
  - Empty project (blank slate)
  - Upload a REDCap project XML file (CDISC ODM format) [?]
  - Use a template (choose one below)

Below the form is a section titled "Choose a project template" with a table of options:

select template	Template title (sorted by title)	Template description
<input type="radio"/>	Basic Demography	Single data collection instrument to capture basic demographic information.
<input type="radio"/>	Classic Database	Six data entry forms, including forms for demography and baseline data, three monthly data forms, and concludes with a completion data form.
<input type="radio"/>	Field Embedding Example Project	Example of the Field Embedding feature.
<input type="radio"/>	Human Cancer Tissue Biobank	Five data entry forms for collecting and tracking information for cancer tissue.
<input type="radio"/>	Longitudinal Database (1 arm)	Nine data entry forms (beginning with a demography form) for collecting data longitudinally over eight different events.
<input type="radio"/>	Longitudinal Database (2 arms)	Nine data entry forms (beginning with a demography form) for collecting data on two different arms (Drug A and Drug B) with each arm containing eight different events.

At the bottom of the form are two buttons: "Create Project" (highlighted in blue) and "Cancel".

3. You will be redirected to your new project’s home page. You are done!

