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**
   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.

   ![Basic User Information Form](image)

   - **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 Button]

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

![Basic User Information Form](image)

   - **Username:** sadecker
   - **First name:** Sara
   - **Last name:** Decker
   - **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 Button]
3. A confirmation message should appear indicating that a verification email has been sent to you.

![Account created / Verification email sent](image)

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!](image)

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

![REDCap trial account](image)

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

![Sign up for a 1-week REDCap trial account](image)
4. 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.

5. Open the email and click on the **Set your new REDCap password** link.

![Email](image1.png)

6. Enter a strong password twice, after recording it on paper or on your laptop, and click Submit.

7. 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.**

![REDCap](image2.png)
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.

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