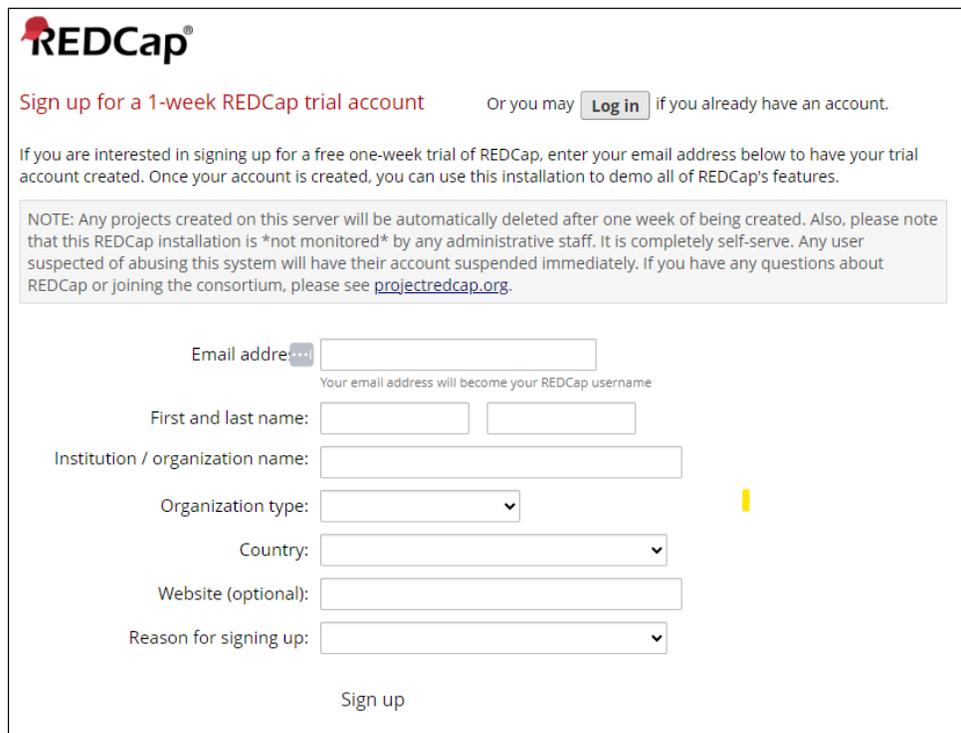# Lab 1: Creating Your Account and a Project

Purpose

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

Part 1 - Create a REDCap trial account on Vanderbilt REDCap server

1. Navigate to https://projectredcap.org/software/try/ to set up a one-week trial account on the Vanderbilt REDCap server.

2. Click Get a free one-week REDCap trial account
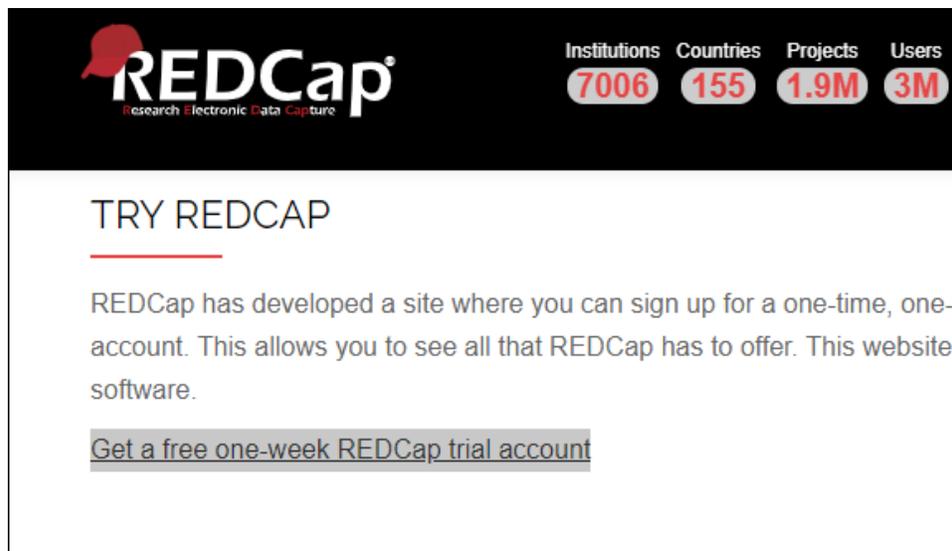
3. Fill in the requested details and click Sign up. **Enter an email address you will be able to access from the workshop classroom.**

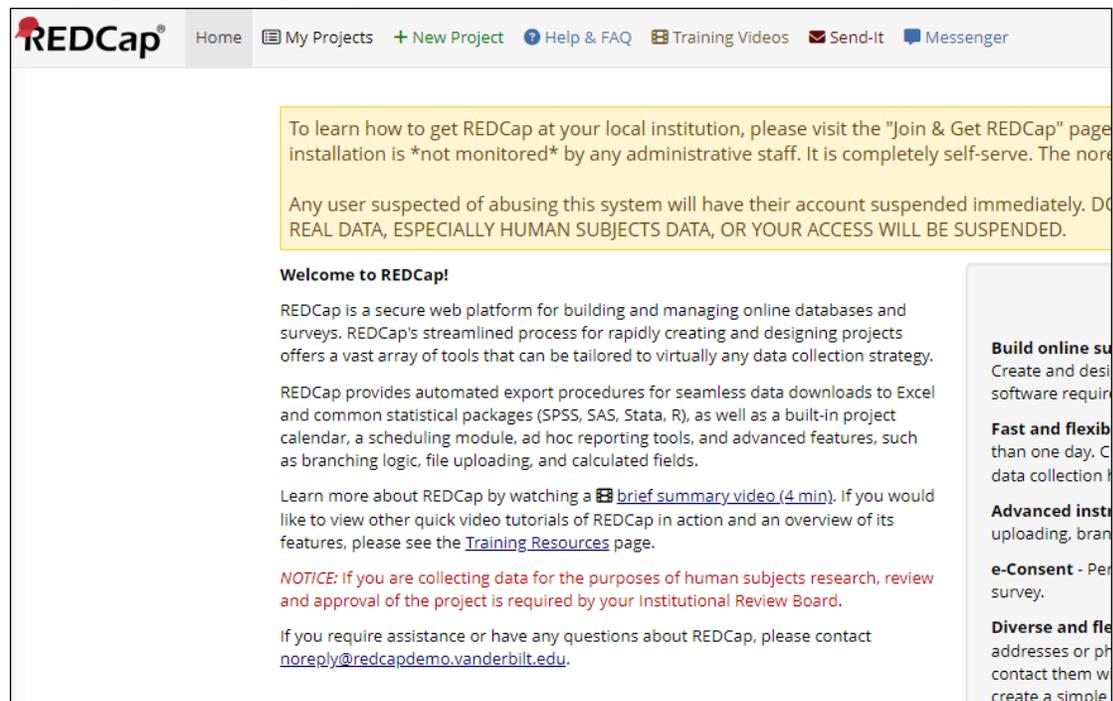4. You should see a green box with the title "Account successfully created" and a message stating to check your email to complete the creation of your account.

5. **Open the email** and click on the **<u>Set your new REDCap password</u>** link.
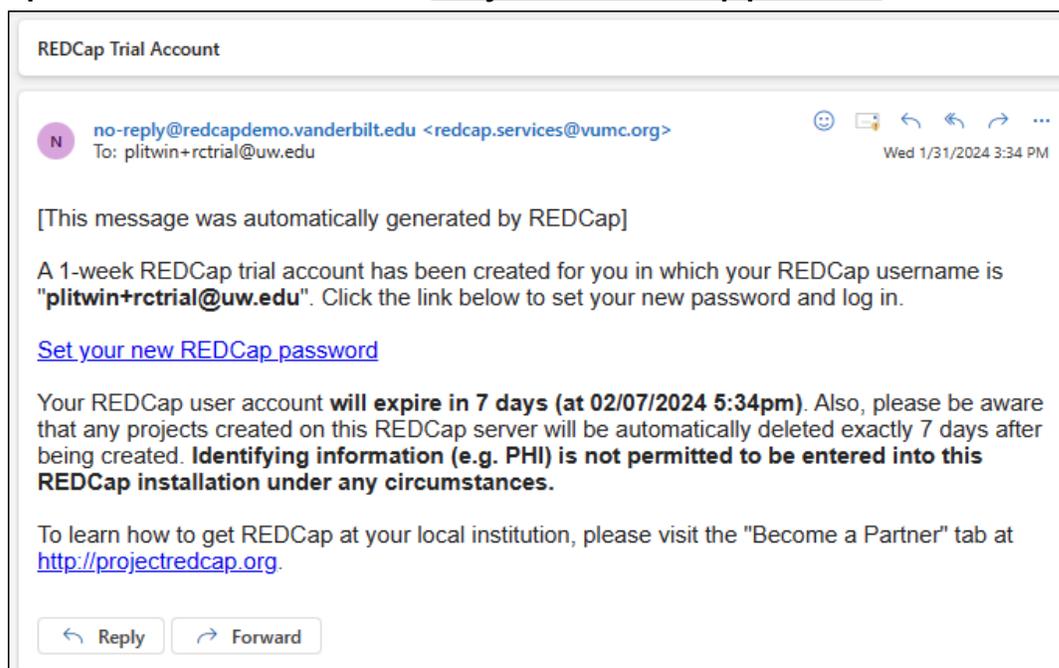
6. Enter a strong password twice, **after recording it on paper or on your laptop**, and click Submit.
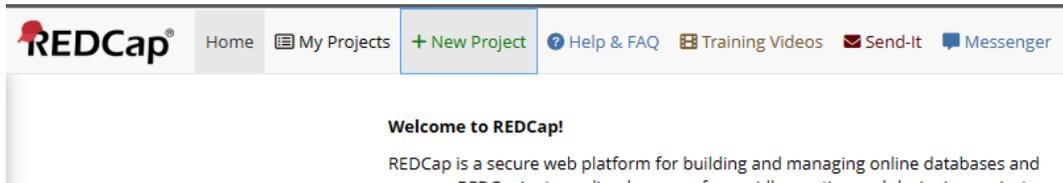
7. If you are successful, you will end up at a page that looks like this. **Continue to Part 2 on the next page to create your project.**

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Part 2 - Create a REDCap project

1. Click on the green "**+New Project**" link at the top menu.

2. Enter a Project title of your choosing, **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!**