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/](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](https://projectredcap.org/software/try/)

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REDCap has developed a site where you can sign up for a one-time, one-week trial account. This allows you to see all that REDCap has to offer. This website is a great way to familiarize yourself with the software.

[Get a free one-week REDCap trial account](https://projectredcap.org/software/try/)
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.

![Set your new REDCap password](image)

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.**
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!