

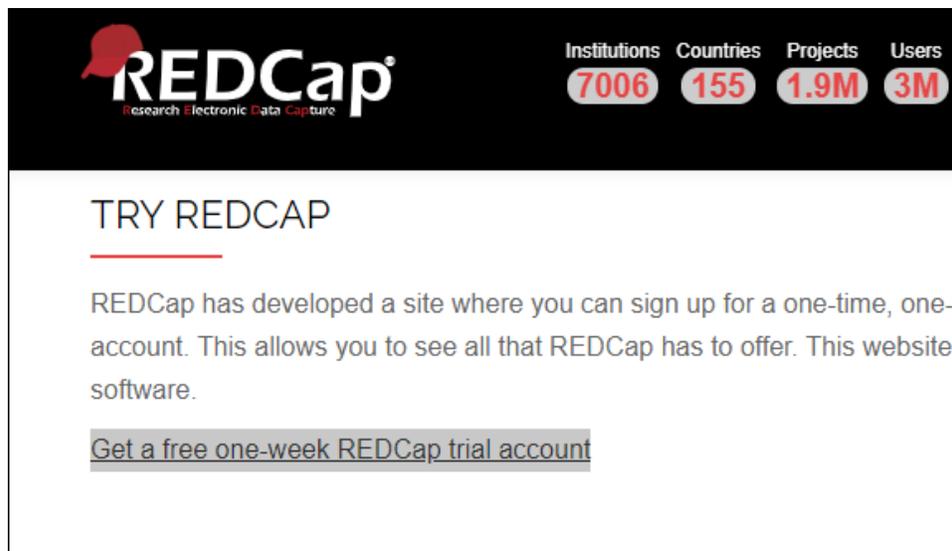
Lab 1: Creating Your Account and a Project

Purpose

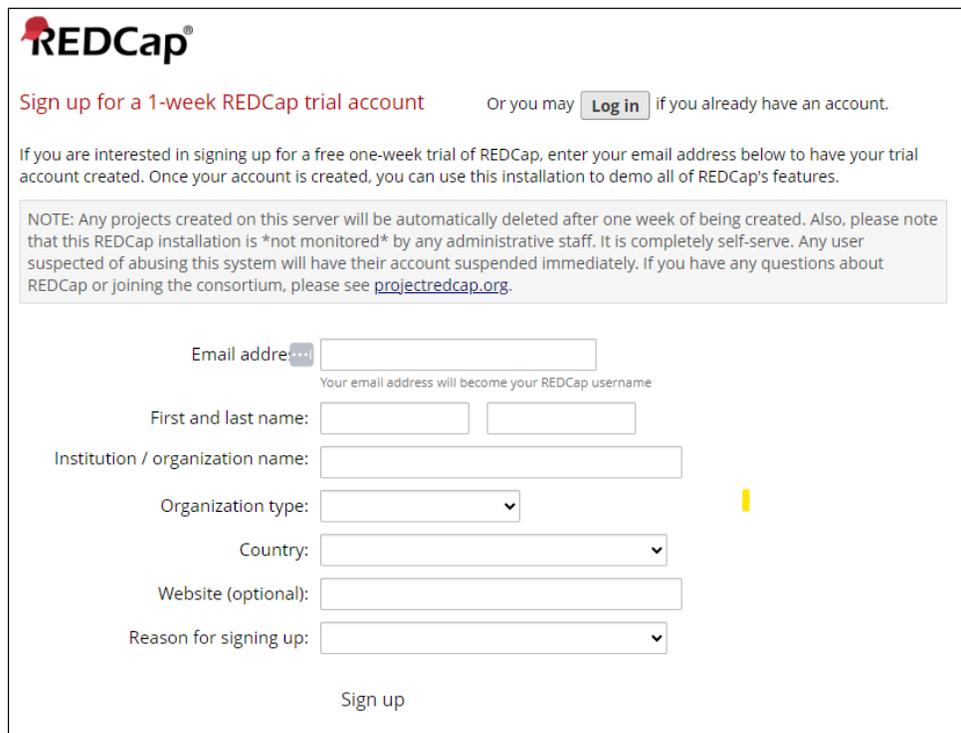
In this lab, you will learn how to create an account on the Vanderbilt REDCap server and a project.

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](#)



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



REDCap[®]

Sign up for a 1-week REDCap trial account Or you may [Log in](#) if you already have an account.

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.

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.

Email address:

Your email address will become your REDCap username

First and last name:

Institution / organization name:

Organization type:

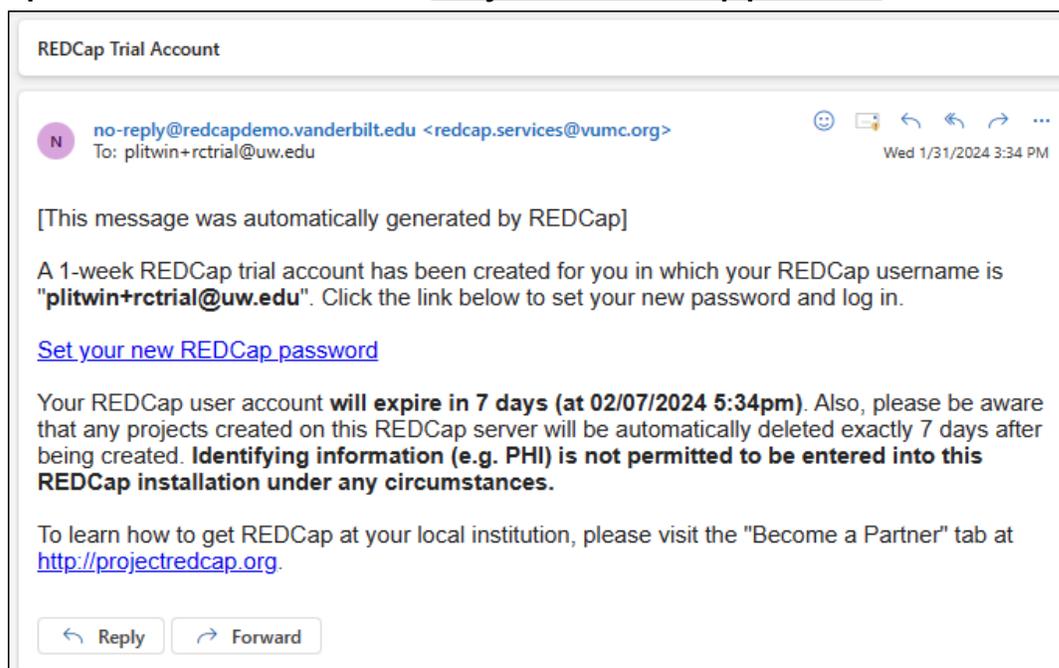
Country:

Website (optional):

Reason for signing up:

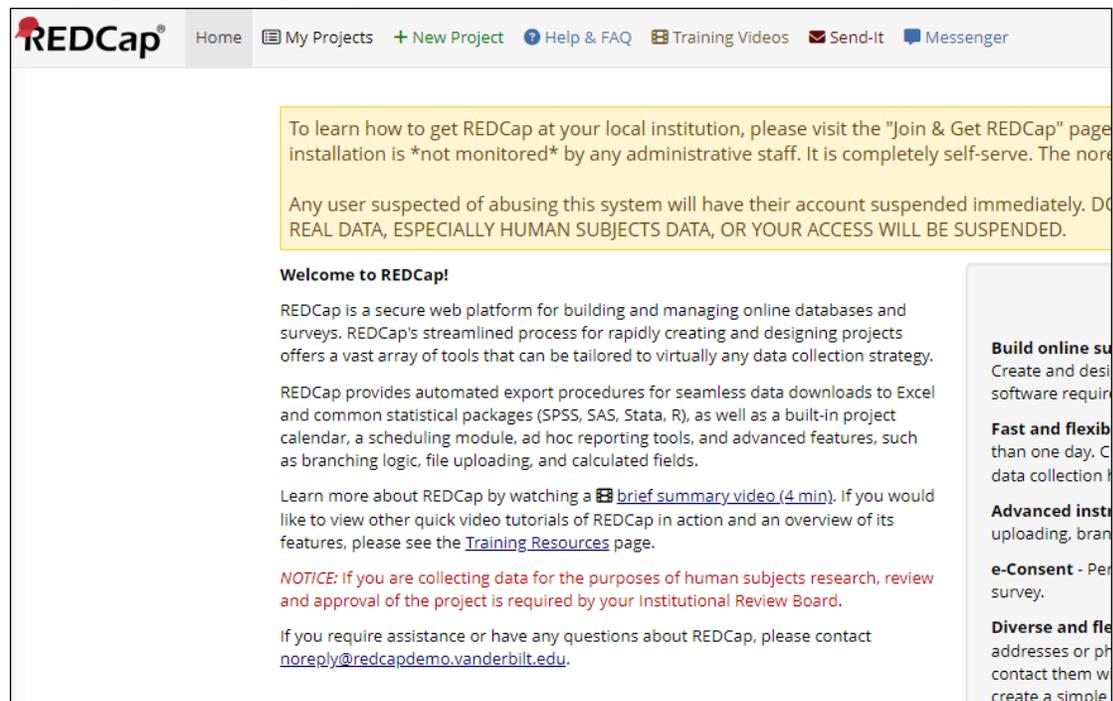
Sign up

- 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.

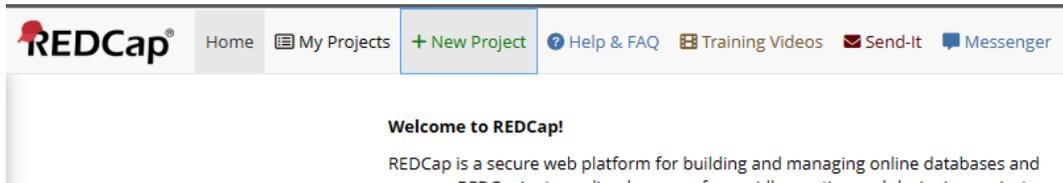
7. If you are successful, you will end up at a page that looks like this. **Continue to Part 2 on the next page to create your project.**



The screenshot shows the REDCap website home page. At the top, there is a navigation bar with the REDCap logo and several menu items: Home, My Projects, New Project, Help & FAQ, Training Videos, Send-It, and Messenger. Below the navigation bar, there is a yellow warning box with the following text: "To learn how to get REDCap at your local institution, please visit the 'Join & Get REDCap' page. Installation is *not monitored* by any administrative staff. It is completely self-serve. The more you know, the better. Any user suspected of abusing this system will have their account suspended immediately. DO NOT SHARE REAL DATA, ESPECIALLY HUMAN SUBJECTS DATA, OR YOUR ACCESS WILL BE SUSPENDED." Below the warning box, there is a "Welcome to REDCap!" section. The text describes REDCap as a secure web platform for building and managing online databases and surveys. It highlights features such as automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features like branching logic, file uploading, and calculated fields. A link is provided to watch a brief summary video (4 min). A red notice states: "NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board." At the bottom of the welcome section, there is contact information: "If you require assistance or have any questions about REDCap, please contact noreply@redcapdemo.vanderbilt.edu." On the right side of the page, there is a sidebar with several sections: "Build online surveys", "Fast and flexible", "Advanced installation", "e-Consent - Personalized", and "Diverse and flexible".

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.

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 (selected from a dropdown menu)
- 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 templates:

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!**

