# **VP&S REDCap Admin Center Guide**





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## **REDCap Login Instructions:**

## **REDCap Admin Center**

This guide walks you through the process of accessing and logging into the Research Electronic Data Capture (REDCap) system. Follow these illustrated steps to get started with your research projects.

## Accessing the REDCap Website

Choose your Browser: Launch a web browser such as:

🌐 Google Chrome 🦊 Mozilla Firefox 🛞 Safari 🔵 Microsoft Edge

Navigate to Columbia's Admin REDCap portal:

https://admin.redcap.columbia.edu

Pro Tip: Add this page to your bookmarks for quick access on future visits!

## Logging In

#### Step 1: Locate the Login Area

Once you reach the REDCap website, you'll need to click on the image shown below.



#### Step 2: Enter Your Credentials

Input your Columbia University authentication by entering your UNI and Password



#### Step 3: Complete DUO Authentication

Approve the DUO notification when prompted. Consider checking the option to bypass DUO for same-day login convenience.



## Finding Your Way Around

## Projects page:

Once you successfully log in you will see the **Projects**:

• You will only see projects you have created or are added to as a user or payer.

WW COLUMI REDCap Admin Cars	BIA Protection Course	EF OF			-
Projects					
Welcome to the livin	g Institute REDCap Adr	nivistration application. Dele	iw are the projects for y	dich you are ownermat	uger.
If you feel. there is an	y error in this list, conta	n REDCap Support Emilian	autoest/hourse columb	in a fill of the local division of the local	
Hire, you can encate	new projects, add/edita (DAGs) and User Roles.	emove unters on your project (Please note that User Role	ts (Note: creating a proje is are for Uniting user is	ist and adding users will gits for specific groups (	linear charges), create of users, and these sight
Create Story Depart	e rule and supercode th	e users default user rights)			
Conta Accele Groups Conta Conta Dagan Project Name	e rale and supercode th Project Type	e users default user rights) Number of Users	Date Created	Project Status	Project Role
Create New Project Create New Project Project Name Genetics_Test	e role and supercode th Project Type Research	e users default user rights) Number of Users 5	Date Created 04-07-2025	Project Status Active	Project Role Owner

#### **Create New Project:**

You can select an existing project by clicking on the highlighted blue title.

To create a new project, please select Create New Project You will now see the page below:

Create I	REDCap Project	
Please enter info	mation for your new project.	
Project Name		
Project Type		
Select Option		
198	This project required an approval from CUMC IRB	
Primary Investig	prior UNA	

Fill out all the fields regarding the new project and select **Next** located at the bottom of the page.

## **Payment Information:**

In the next page you will enter the payment information. You can select between two options.

#### Enter your payment information

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Payment Inform	ation Create	
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#### Delegate the payment to someone else

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Enter Paser UNI	astad I	
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New Quarterly REIDCap News as of July 1, 2028 557,25 per project 510,000 per uner ecount 540,000 per GB Nit strange 551,000 per 100,000 recent/unleds state etwage		

Once you have made your selection and entered all the information select Next.

The next page is where you will review and confirm the information.

The last step is to create the project.

Project Name	Connection Testing
Project Owner	
Owner UNI	
Owner Email	
Payment Info.	Payment will be delegated to user
Project Statute	Pending Payment
a.	

The new project will now be listed on the **Projects page**.

You will now be able to add users to the project by selecting Add User to Project.

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Project	Details:							
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Owner	_	-			-	1	oepenne.	2

You will then be prompted to enter user information on the next page.

You will be able to select between a Columbia User and a non-Columbia User.

## Adding a User:

#### Columbia User:

For those Columbia Users you will only need to enter their UNI information under their Username and the information will self-populate.

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Add User to Project	
Note: Adding a user to a project will incur fees.	
For Property Conception Testing	
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You will complete this section and confirm the information on the following page. The user will now be able to see the project listed on their project page.

Add User	To Project: Confirmation
Project Name	Connection Testing
Usemanie	
User Type	columbia
User Email	
User First Name	
User Last Name	
Status	User exists in both Admin Center and REDCap, will attempt to link the user to this project. Ready to add the user to the project

#### Non-Columbia User:

You will be asked to enter the user information that will be used.

At this point you will enter a username for the user and their email address. They will receive two emails: One with their username and a link where they can create their password and a second email notifying them of their inclusion in the project as well as the REDCap link.

### **User Role**

#### Modify User:

On the project screen select the project. You will then navigate to the project details page. Here you will be able to edit the project details, edit payment information and the project users.

Project Details:		
Project Name: Genetics_Test		
Project Details:		
Edit Project Details		
Payment Details:		
Edit Payment Information		
Edit Payment Information	8	
Edit Payment Information Shart String: www.733737-733737-6ENRL-U33838-02-2021 Project Users:	8	
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Tell Payment Information Shart String: usur-733737-733737-GENRL-U33838-02-2021 Project Users: <u>And User Informet: User Roles: Data Access Gener</u> Project Role: Username: First Name: Last Nam	a a Suffix Email	Assign Date Action

#### Edit a User:

Select the blue icon to the right of the user. The following page will allow you to edit:

×

Basic Privileges and Privileges for Viewing and Exporting Data

Address of Product Product										
utheast / Rack to Provert										
u may set the rights for the user below by checking the boxes Baction instruments, if so desired. To cave your selections, clic	next to the application tools to which y a the "Create role" button at the bottom	ou wish to grant the s of the page.	m access.	You ma	w also gra	nt them	s or deny th	em accers	to individ	ant dietar
put "create role" dropdown here **										
Create New Ticle					×	Te	isficio			
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Action

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Once you are done editing the user click on update user in blue located at the bottom of the page.

#### **Delete User:**

Select the red x icon located to the right of the user information.

## **Getting Help**

#### **Direct Support:**

VP&S REDCap IT Version 1: 5/2/2025 For account issues and assistance with the deletion of a project, reach out to:

redcap-support@cumc.columbia.edu

(Your email will automatically generate a ServiceNow in ticket)

Never share your UNI credentials with anyone

 $\triangle$  If you suspect account compromise, please use the <u>self-service password reset</u> or contact the <u>CUIT Service Desk</u> for login assistance.

Always log out when finished, especially on shared devices