

VP&S REDCap

Admin Center Guide



VAGELOS COLLEGE OF
PHYSICIANS AND SURGEONS

Table of Contents

Accessing the REDCap Website	3
Logging In	3
Step 1: Locate the Login Area	3
Step 2: Enter Your Credentials	3
Step 3: Complete DUO Authentication	4
Finding Your Way Around	4
Projects page:.....	4
Create New Project:	5
Payment Information:.....	5
Enter your payment information	6
Delegate the payment to someone else	6
Adding a User:	7
Columbia User:	7
Non-Columbia User:	8
User Role	8
Modify User:	8
Edit a User:.....	9
Delete User:	9
Getting Help	9

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

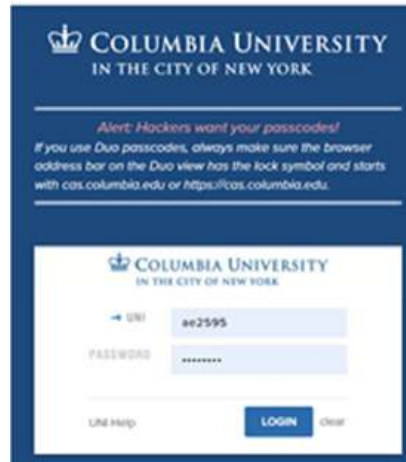
Step 1: Locate the Login Area

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.

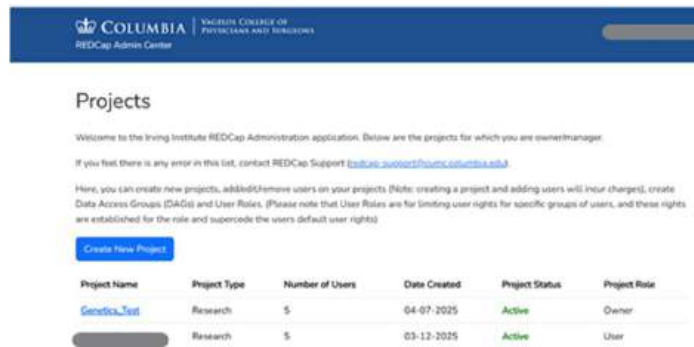


Finding Your Way Around

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.



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:

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

Home / New Payment

Payment Information Create

☐ I will enter the payment information (Columbia University chart string) myself.
☒ I will delegate the payment entry to someone else.

Unit:

Account:

Department:

PC Business Unit: GENR
SPONS:

Project:

Activity:

Initiative:

Segment:

This field takes either a UPI or 9 digits ex: 00000000

Fiscal Year: 2024

[Next](#)

Delegate the payment to someone else

Home / New Payment

Payment Information Create

☐ I will enter the payment information (Columbia University chart string) myself.
☒ I will delegate the payment entry to someone else.

Enter Payer UPI: rg29f

Searching...

New Quarterly REDCap fees as of July 1, 2023:
\$57.25 per project
\$10.00 per user account
\$40.00 per GB file storage
\$51.00 per 100,000 record/file data storage

[Cancel](#)

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.

Home / Project Review

Confirm Information

Project Name	Connection Testing
Project Owner	<input type="text"/>
Owner UPI	<input type="text"/>
Owner Email	<input type="text"/>
Payment Info.	Payment will be delegated to user <input type="text"/>
Project Status:	Pending Payment

Your account and project will not be created until payment information has been entered.

[Create Project](#) [Cancel](#)

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**.

Dashboard / Project Details

Project Details:

Project Name: Connection Testing

Project Details: [Add Project Details](#)

Payment Details: [Add Payment Information](#)

Chart Display: Yes 222222 73737 0044 8989 4 2024

Project Users:

Project Role	Username	First Name	Last Name	Suffix	Email	Assign Date	Action
Owner						04/24/2025	Add Edit
Owner						04/24/2025	Add Edit

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.

Dashboard / Back to Project

Add User to Project

Note: Adding a user to a project will incur fees.

For Project: [Connection Testing](#)

User Type:

Non-Columbia username of could be first initial, last name, with initials underscore as dash. Columbia username is the UNI

Columbia User

Non-Columbia User

Username:

First name:

Last name:

Suffix:

Email:

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.

[Home](#) / [Add User To Project](#)

Add User To Project: Confirmation

Project Name	Connection Testing
Username	<input type="text"/>
User Type	columbia
User Email	<input type="text"/>
User First Name	<input type="text"/>
User Last Name	<input type="text"/>
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.

[Add User To 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](#)

Chart String: uu-733737-733737-GENRL-U33838-02-20238

Project Users:

[Add User To Project](#) [User Roles](#) [Data Access Groups](#)

Project Role	Username	First Name	Last Name	Suffix	Email	Assign Date	Action
Payer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	04/07/2025	Edit Delete

Edit a User:

Action



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

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:

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  ticket)

Never share your UNI credentials with anyone

⚠ If you suspect account compromise, please use the [self-service password reset](#) or contact the [CUIT Service Desk](#) for login assistance.

Always log out when finished, especially on shared devices