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.

COLUMI REDCap Admin Carn		200000			
Projects					
Welcome to the livin	g Institute REDCap Adr	ninistration application. Bei	IN Are the projects for y	dich you are owner/mar	uger.
If your faiet. there is an	y error in this list, conta	n REDCap Support Emilian	autoral from conucts	and.	
Hire, you can meate Data Access Groups	(DAGs) and User Roles.	emove users on your project (Please note that User Role is users default user rights)	es are for Uniting user d		
Hire, you can meate Data Access Groups	(DAGs) and User Roles. e role and supercede th	(Please note that User Role	es are for Uniting user d		
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Here, you can onsate Data Access Groups are established for th Create travel Project	(DAGs) and User Roles, e raie and supercode th	(Please note that User Role e users default user rights)	es ave for limiting user is	grits for specific groups	of users, and these rights

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	REDCap Project	
Please orter info	imation for your new project.	
Project Name		
Project Type		
Select Option		
198	This project required an approval fram CUINC RB	
Primary Investo	peter (N4	

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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Delegate the payment to someone else

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Enter Paser UNI	astad I	
	Seatting.	
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 Uhl	
Owner Email	
Payment Info.	Payment will be delegated to user
Project Statut:	Pending Payment
- De	

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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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
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Shak

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	
K88 Psymetri Information Chart String: www-733737-733737-66NRL-U33838-02-202384	
Chart String: uuu-733737-733737-GENRL-U33838-02-20238	
Chart String: www-733737-733737-GENRL-U33838-02-20238	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

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alibuati / Eackin Project										
u may set the rights for the user below by checking the box Baction instruments, if so desired. To cave your selections, o			m access.	You ma	v Also grav	it them	or deny th	em access	to individ	ant dietar
put "create rele" dropdown here **										
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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