



New User Account Request Procedures

This document outlines the steps needed to request an account be created for an existing REDCap project. Before submitting a new user account request, the individual requesting the new account must currently have access to both REDCap and the project that the new account will be given access to.

- 1. Fill out the New User Spreadsheet template found on <https://lib.umd.edu/data/redcap> (Figure 1).**
- 2. Request new user accounts through the current REDCap project manager**
 - Email the completed New User Spreadsheet as an attachment to lib-research-data@umd.edu
 - Only current REDCap project managers, supervisors, or PIs should request and sponsor new user accounts.
 - New users CANNOT request accounts for themselves.
- 3. Use an @umd or @terpmail.umd address for new accounts**
 - All users are **required** to use an '@umd' or '@terpmail.umd' email address as a primary account email.
 - Additional email addresses can be added to an account for use in sending survey invitations and communicating with participants, but these addresses are never used for Libraries communications from the REDCap system.
- 4. Have new users complete the Terms of Use Agreement (for users who will create new projects) OR the End User Agreement (for users who will be added to existing projects)**
 - This must be done **prior** to account creation.
 - By default, all users are directed to complete the End User Agreement; new accounts will not have the ability to create new projects. The **individual requesting a new account** should indicate when submitting the new user account template that the new account should have project creation rights.
- 5. Add the new user account to an existing project in REDCap (Figure 2).**
 - Once a user account has been created, it must be added to an existing project by a user with current access to the User Rights application for that project.

Figure 1

View of lib.umd.edu/data/redcap.

Requesting new user accounts for existing projects

To add new users to existing REDCap projects, please download and complete a [new user data template](#) and send it as an attachment to lib-research-data@umd.edu.

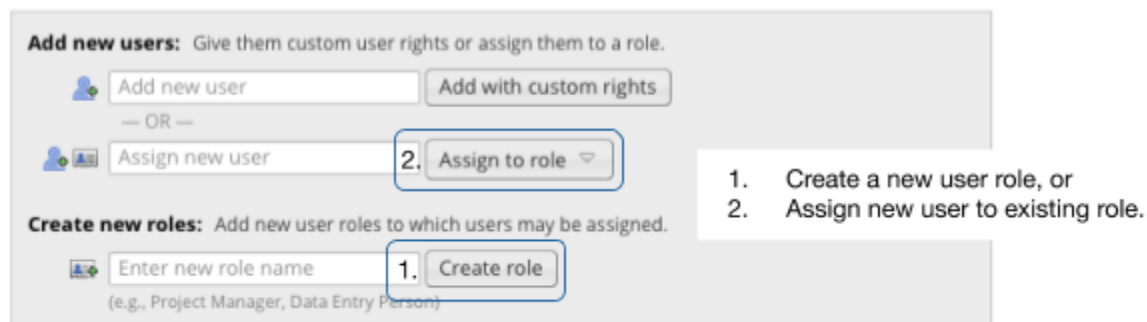
Please note that new user account requests must originate from an existing project member and new user accounts for REDCap will only be created using valid UMD directory IDs. All new users must complete either a *Terms of Use* or *End User Agreement* before an account is created.

Figure 2

REDCap User Rights Application.



This page may be used for granting users access to this project and for managing the user privileges of those users. You may also create roles to which you may assign users (optional). User roles are useful when you will have several users with the same privileges because they allow you to easily add many users to a role in a much faster manner than setting their user privileges individually. Roles are also a nice way to categorize users within a project. In the box below you may add/assign users or create new roles, and the table at the bottom allows you to make modifications to any existing user or role in the project, as well as view a glimpse of their user privileges.



Add new users: Give them custom user rights or assign them to a role.

— OR —

Create new roles: Add new user roles to which users may be assigned.

(e.g., Project Manager, Data Entry Person)

1. Create a new user role, or
2. Assign new user to existing role.