

# Accessing REDCap

## 2.1 Login URL

UDOH employees have access to REDCap using the same username/password as their UDOH login:  
<https://redcap.health.utah.gov/redcap/>.



REDCap can be access from anywhere, outside the UDOH network and from any encrypted mobile device (laptop, iPod, iPad).

Which browser?


Good  
OK, but slow

Firefox, Chrome, Opera, Safari, IE8+  
Internet Explorer

Do not have a Utah Master Directory ID, Utah or UMD ID? Please refer to the document “UMD Instructions.”

## 2.2 Signing in for the First Time

The first time you log in to <https://redcap.health.utah.gov/redcap/>, it will prompt you for your basic information in order to verify your account.

 **Basic User Information Form**

Before accessing REDCap, we first need to obtain some basic information about you. Please enter ALL the fields below and then hit the Submit button. Once this information is saved, you can change it any time by navigating to the My Profile page, which you will find the link to at the top right of every page.

Username:

First name:

Last name:

Email:

Re-enter email:

NOTE: The email address entered above will first need to be verified before access to REDCap is granted. After clicking the Submit button, an email will be sent to that email account, after which you will need to click the link inside the email to verify your email account before accessing REDCap.

Once you submit this information, an e-mail will be sent to your Utah (UMD) ID account.

**Subject:** [REDCap] Verify your email address

[This message was automatically generated by REDCap]


To complete the process of setting up a new primary email for your REDCap account with username "\_\_\_\_\_", you will need to confirm your email address by clicking the link below. You will not be able to fully access your REDCap account until this verification process has been completed. Thank you!

[Click here to confirm your email address](#)

If the link above does not work, try copying the link below into your web browser:  
[https://redcap.health.utah.gov/redcap/index.php?user\\_verify=EBuqhhrvDNFXJzRSRfCg](https://redcap.health.utah.gov/redcap/index.php?user_verify=EBuqhhrvDNFXJzRSRfCg)

This link is unique to you and should not be forwarded to others.

Click the link in that e-mail to verify your account. Now you have access to REDCap.

 **Email account verified!**

Your email account for REDCap has now been verified. You may now access REDCap by clicking the link below.

Now email or call Carl Letamendi (cletamendi@utah.gov, 801-538-7052) or Srimoyee Bose (sbose@utah.gov, 801-538-6214) to get access to **online Anesthesia Reporting form**.

### **2.3.1 Log Out**

As with any web-based application it is recommended that you always log out using the Log out button after completing your tasks.

Your session will time out after 30 minutes of inactivity, requiring you to log in again to continue.

### **2.3.2 My Profile**

Go to **My Profile** to change your name, email address or password. You can add additional email addresses to your REDCap account that you can use; a verification process is enforced to ensure that you have access to all of the email accounts you enter.