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	Firefox, Chrome, Opera, Safari, IE8+
OK, but slow	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.

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

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

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.