REDCap – How to add a User to a project

• Navigate to the User Rights hyperlink, located on the left side of the project screen. This hyperlink will open the User Rights tab.

• In the ‘Add with Customer Rights’ text box, enter the username of the individual you want to add to the project. **Wake Health Employees:** For example, if the individuals email is: jdoe@gwu.edu, you will enter jdoe into the text box. Please do not enter the full email address.

• Click ‘Add with Custom Rights.’

• An ‘Adding New User’ popup box will appear. Designate the appropriate rights for the individual. Click ‘Add User’ when completed.
You may set the rights for the user below by checking the boxes next to the application tools to which you wish to grant them access. You may also grant them or deny them access to individual data collection instruments, if so desired. To save your selections, click the “Add user” button at the bottom of the page.

- If the user has logged into REDCap before, you will have the option to send them an email, notifying them of their project access. If they have not yet logged into REDCap, you will not see this option.

- The new user will appear in the Username list on the User Rights tab. A summary of their access will appear as well.