

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.
GW Member: For example, if the individuals email is: jdoe@gwu.edu, you will enter **jdoe** into the text box.
- As you type, a list should appear below, please select your person of interest when you see it.
 - NOTE: If user's name doesn't appear automatically, then that user does not have an account.
- Click 'Add with Custom Rights.'

The screenshot shows the REDCap interface for managing user rights. On the left is a navigation sidebar with sections for 'Data Collection' and 'Applications'. The 'User Rights' link in the sidebar is highlighted with a red box. The main content area has three tabs: 'Project Setup', 'User Rights' (highlighted with a red box), and 'Data Access Groups'. Below the tabs is a descriptive paragraph about the page's purpose. Underneath, there are three main sections: 'Add new users' (highlighted with a red box), 'Assign new user', and 'Create new roles'. The 'Add new users' section contains a text input field with 'jdoe' and an 'Add with custom rights' button. The 'Assign new user' section has a text input field and an 'Assign to role' dropdown. The 'Create new roles' section has a text input field for a role name and a 'Create role' button.

- 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.

Adding new user " **jd**oe "

Basic Rights

Expiration Date (M/D/Y)
(if applicable)

Highest level privileges:

Project Design and Setup

User Rights

Data Access Groups

Privileges for data exports (including PDFs and API exports), reports, and stats:

Data Exports
* De-identified means that all free-form text fields will be removed, as well as any date/time fields and Identifier fields.

No Access

De-Identified*

Remove all tagged Identifier fields

Full Data Set

Add / Edit Reports
Also allows user to view ALL reports (but not necessarily all data in the reports)

Stats & Charts

Other privileges:

Manage Survey Participants

Calendar

Data Import Tool

Data Entry Rights

*NOTE: The data entry rights *only* pertain to a user's ability to view or edit data on a web page in REDCap (e.g., data entry forms, reports). It has no effect on data imports or data exports.*

	No Access	Read Only	View & Edit	Edit survey responses
Demographics (survey)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Patient Data (survey)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Ctsi Service Request Form	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

New User Notification

Notify user of their project access via email?

- 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.

Role name <small>(click role name to edit role)</small>	Username or users assigned to a role <small>(click username to edit or assign to role)</small>	Expiration <small>(click expiration to edit)</small>	Data Access Group <small>(click DAG to assign user)</small>	D
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