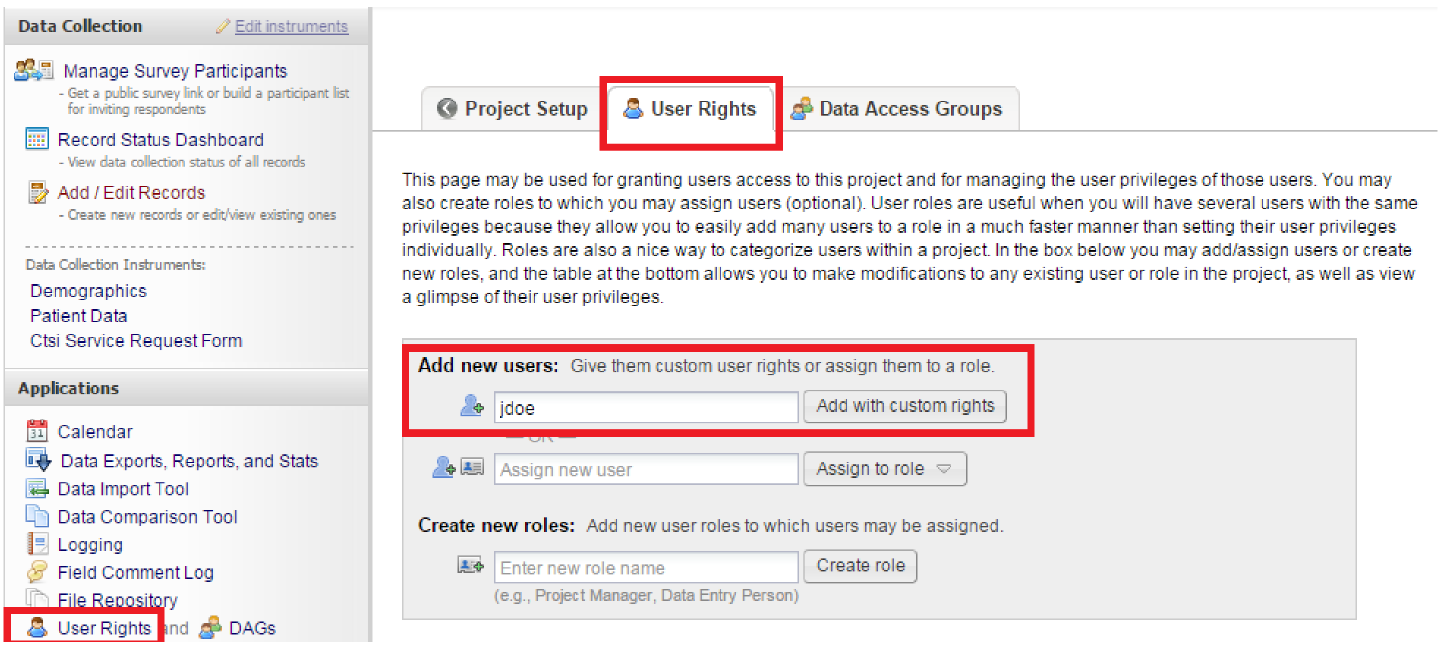
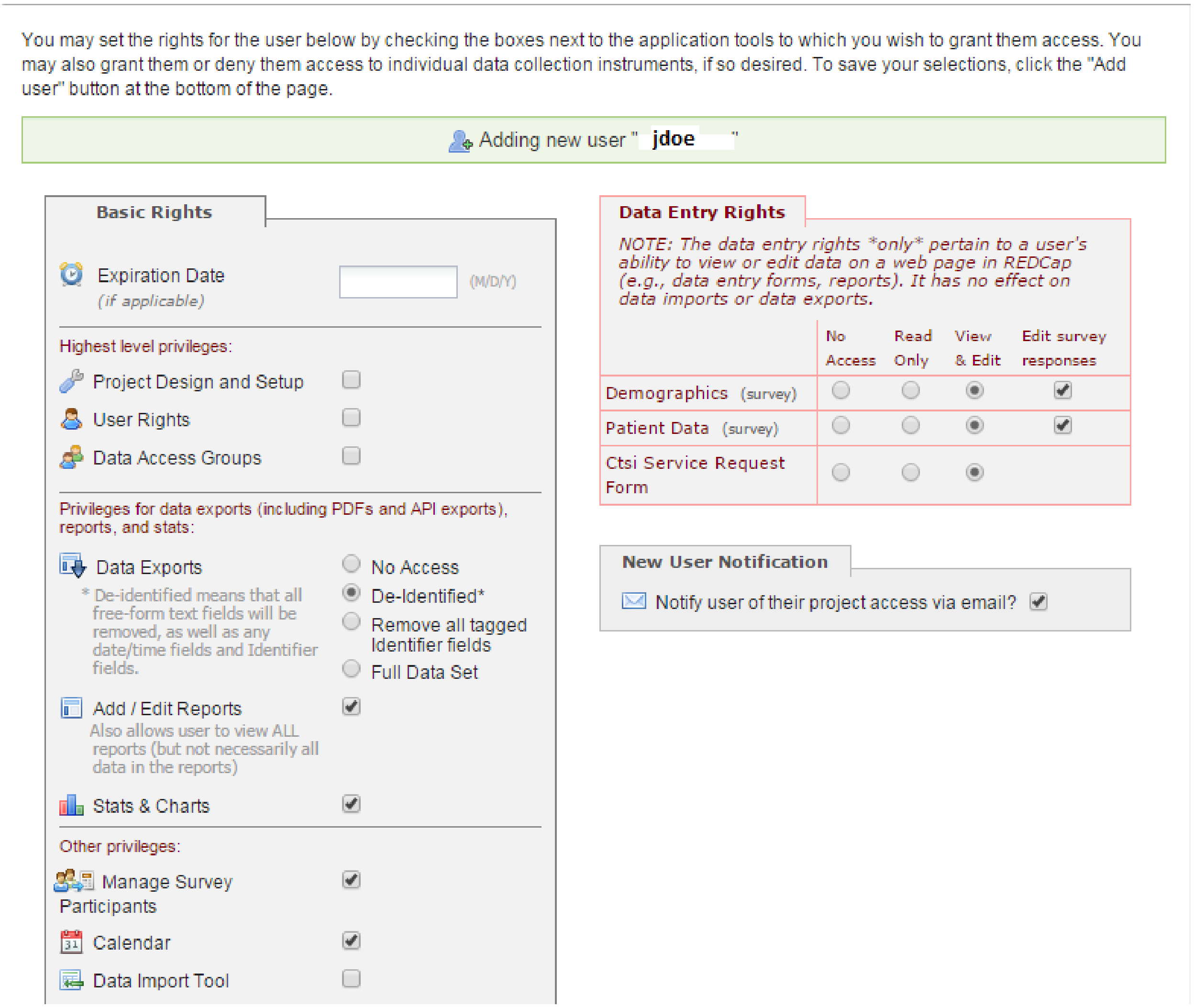
REDCap – How to add a User to a project

- 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.'



- An 'Adding New User' popup box will appear. Designate the appropriate rights for the individual. Click 'Add User' when completed.



- 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.