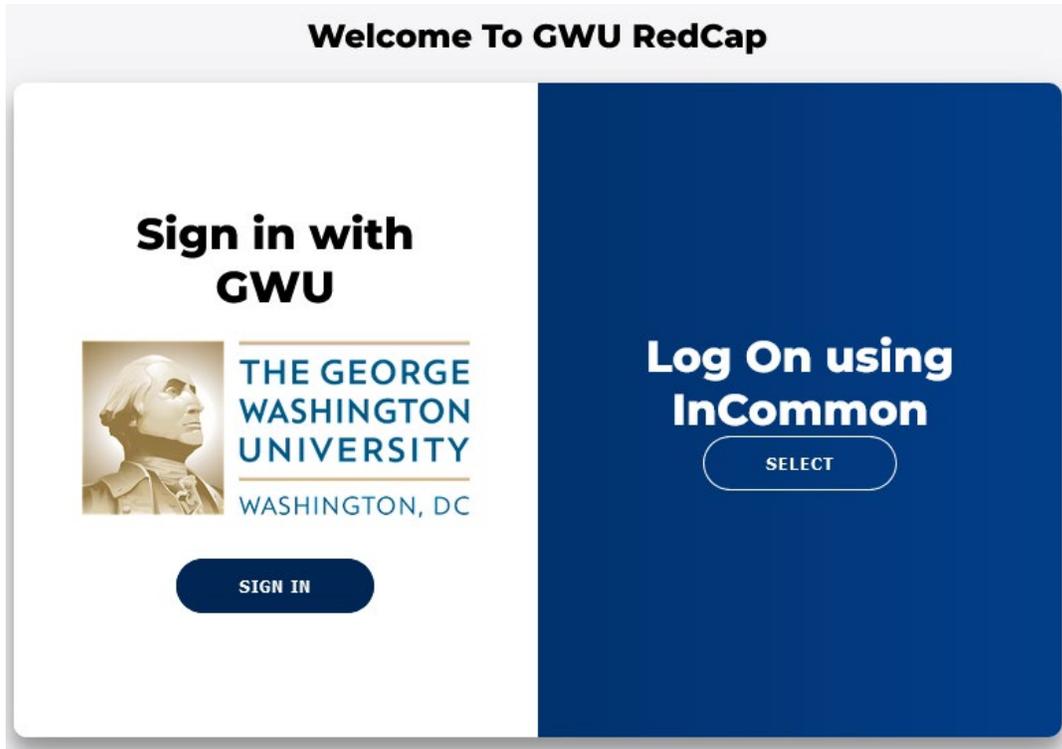
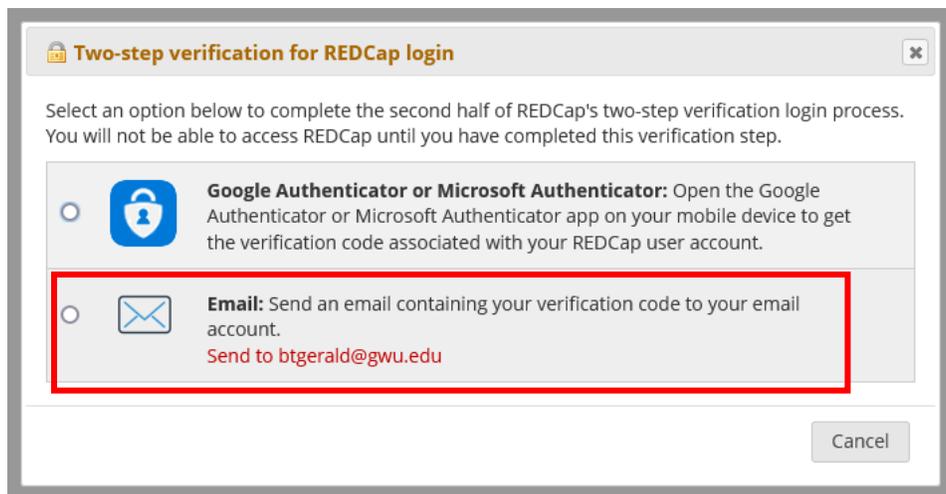


How to Use GW REDCap Two Factor Authentication (2FA) & Enable the Microsoft/Google Authenticator App

1.) Please log in to GW REDCap (<https://redcap.research.gwu.edu/>)

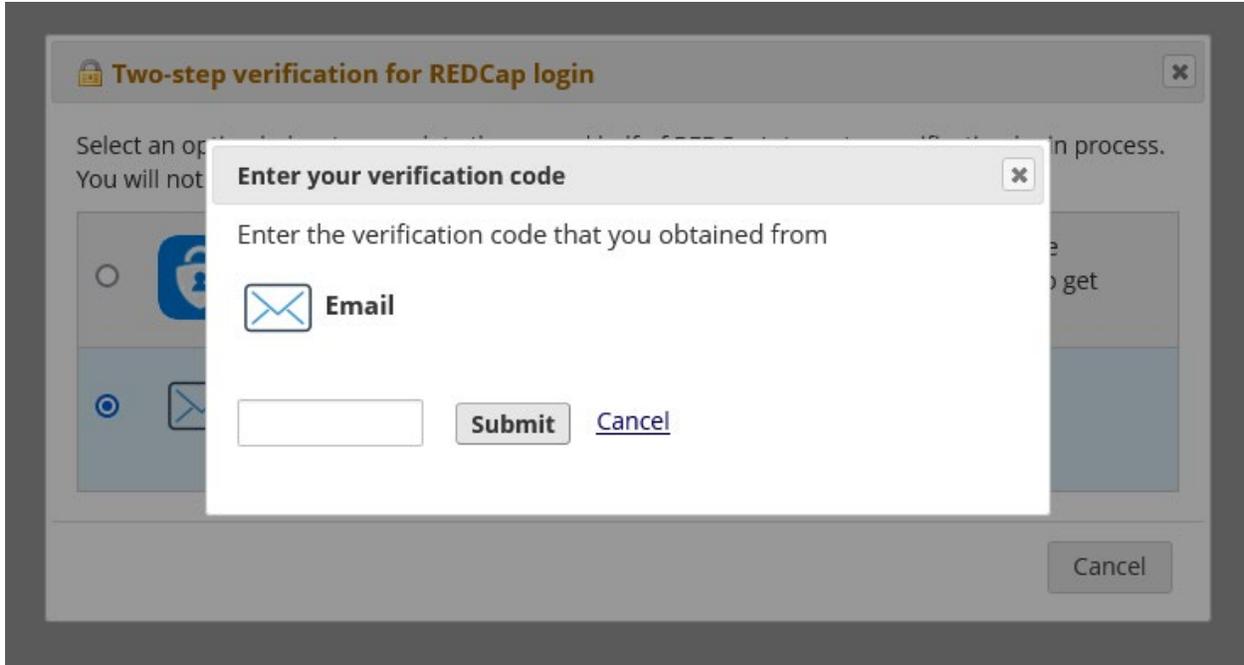


2.) You will be met with the Two-step verification screen. *NOTE* you must log in once via e-mail code before setting up Google/Microsoft Authenticator App.



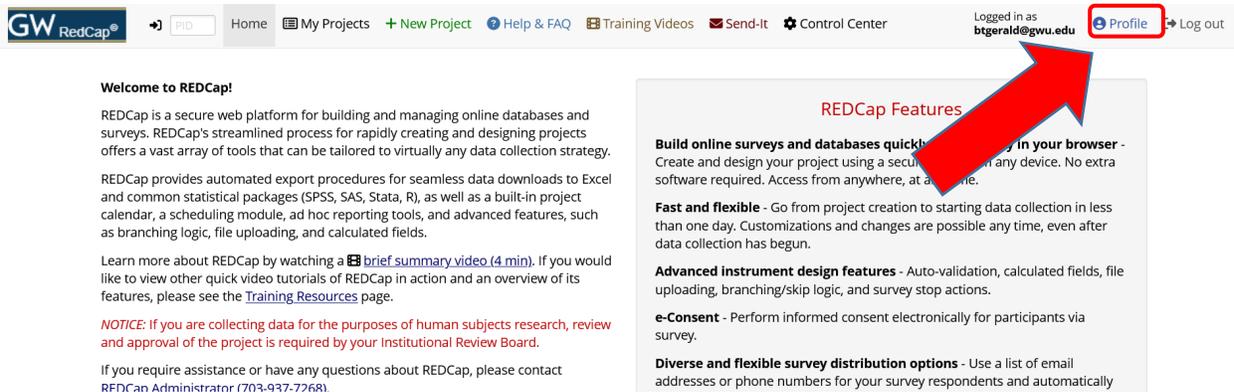
If you can't access the email listed above, please email REDCap@gwu.edu for support.

3.) Please enter the code sent to your email



Once entered your login will be successful.

4.) To set up Google/Microsoft Authenticator you must log in and access your Profile Page in the top right corner.



5.) Once on the Profile Page you will see the option to view the set-up instructions.

Edit Your User Profile

If you wish, you may edit your User Profile information below. This information will not be given out to anyone but will be used to help us better keep track of who is using REDCap and also in case you need to be contacted regarding your access to REDCap.

Basic Information

First name:

Last name:

 Primary email:

 Phone number:

Tip: To enter a number with an extension, place a comma between the number and the extension.

 Mobile phone number:

Login-related options:

Instructions will be shown below.

Set up Google Authenticator or Microsoft Authenticator for two-step login ✕

To use two-step verification to log in to REDCap using Google Authenticator or Microsoft Authenticator mobile app, you will need to first download the app onto your mobile device. Use a link below to download the app on your mobile device.

1) Download the Google Authenticator or Microsoft Authenticator app to your mobile device

Download the app by searching for '**Google Authenticator**' or '**Microsoft Authenticator**' in your mobile device's app store (e.g., Apple App Store, Google Play Store).

2) Open the app, and scan this QR code [View QR code in separate window](#)



If you're having trouble scanning the QR code, enter the values below into your Google Authenticator app using the Manual Entry method. Also, make sure you set it as 'Time-based'.

Account: [redacted]@redcapdev.research.gwu.edu
Key/secret: [redacted]J5LO

3) Use the app when you log in to REDCap

After you have scanned the QR code using the Google Authenticator or Microsoft Authenticator app, you can open the app at any time in the future to obtain your verification code for REDCap. The verification code is always changing, so it will be different each time you log in. **NOTE: The app does not require an internet connection** on your device in order to work.

Close

Once this is complete you can login to GW REDCap with email & the Microsoft/Google Authenticator App.

If you need any assistance please email us at REDCap@gwu.edu

