



REDCap Access Management
and Project onboarding process

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How to access the REDCap software?

Please follow the steps below to create a user account within the REDCap system

1. Type the following web address in your browser.

<https://redcap.easternhealth.org.au>

you will be presented with the REDCap login screen



Log In

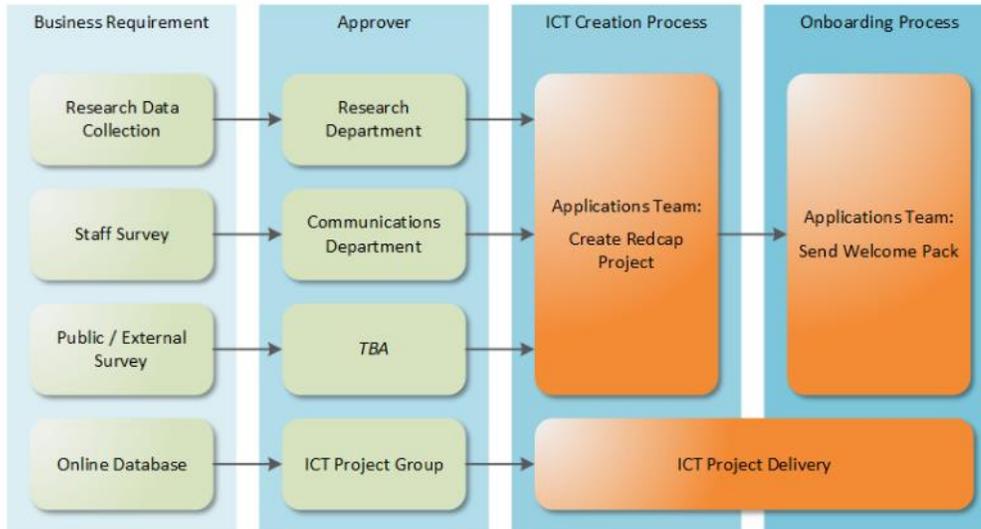
Please log in with your user name and password. If you are having trouble logging in, please contact [Eastern Health ICT Helpdesk](#).

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log In"/>	Forgot your password?

2. Login to the REDCap portal using your Eastern Health user name and password.
3. REDCap portal will prompt you to enter some basic user information.
4. Please enter the information and click on the submit button.
5. The REDCap user account has now been provisioned. The system will now ask you to verify your email address to complete the REDCap account creation process.

REDCap Project onboarding process

1. Please seek approval for your new project from the relevant authorising body/department. The diagram below lists the responsible authorisation bodies for various REDCap project types.



2. Upon receiving the approval for your new REDCap project , send an email to the ICT service desk (ServiceDesk.IT@easternhealth.org.au) requesting to create a new REDCap project.

Notes: ** Please ensure to attach all the relevant approval documents to that email.

3. The ICT Service desk will pass your information to the REDCap administrator within the ICT Application Team.
4. The REDCap administrator will call you and review your documents and grant your access to create a new REDCap project.
5. Finally, the REDCap administrator will update the ICT REDCap project register with your feedback.