

Completing Registration for COVID-19 OMFS Trauma 2021 Service Evaluation

INTRODUCTION

REDCap is a versatile system for recording data including, in some cases, patient identifiable data. As well as its versatility, it has the advantage for medical researchers that it is very economical to use.

Its disadvantages are few but important to understand.

Firstly, because it can be used for patient identifiable data, registering to use REDCap for the first time requires a little more security than other systems such as SurveyMonkey or WuFoo. You need to apply for a username and initial password, which you can then change to one of your own. Fortunately, our Quality Outcomes in oral and Maxillofacial Surgery (QOMS) lead Fabien Puglia is available to help you every step of the way.

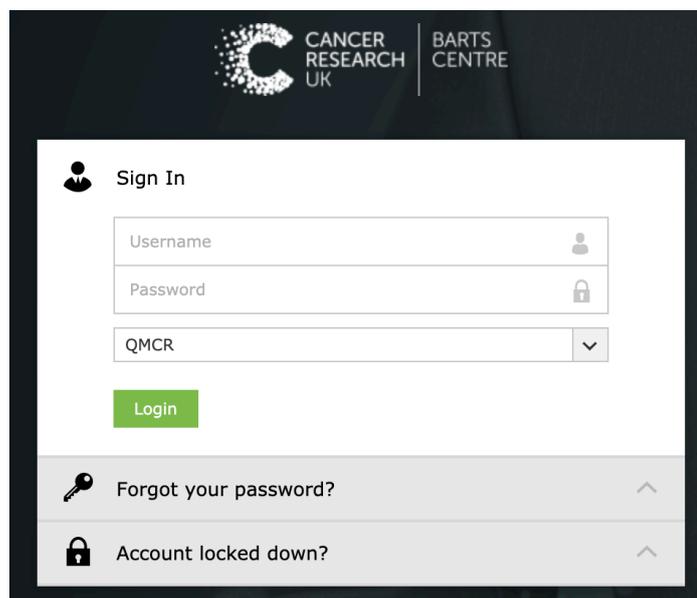
Secondly, the initial user interface appears complex and unfriendly when you see it for the first time. First time users should follow the screen shots and step by step instructions. Once you have used REDCap a few times, it will become second nature.

Finally, any database in which patient identifiable data (NHS number, name/DoB) is not recorded will require the user to keep a secondary record of the REDCap ID number. This record should be stored securely following your local Caldicott Guardian's advice.

You have just received an email from the BAOMS project manager with your username and temporary password. What do you need to do next?

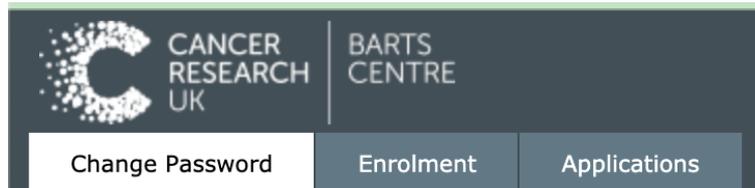
STEP 1. COMPLETE REGISTRATION

1. Go to <https://selfservice.bcc.qmul.ac.uk/authorization.do> and log in with your username and temporary password.



The screenshot shows a web interface for signing in. At the top, there is a logo for Cancer Research UK and Barts Centre. Below this, the page is titled 'Sign In'. There are three input fields: 'Username' with a user icon, 'Password' with a lock icon, and 'QMCR' with a dropdown arrow. A green 'Login' button is positioned below the form. At the bottom of the page, there are two links: 'Forgot your password?' with a key icon and 'Account locked down?' with a lock icon.

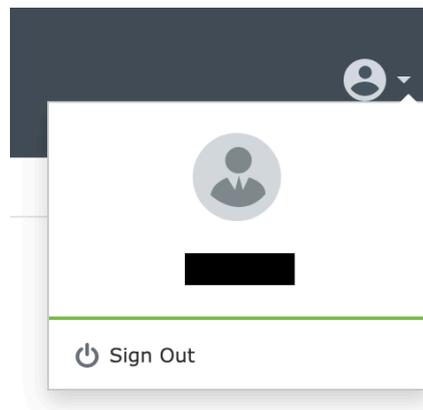
2. As you login you will see 3 tabs. You should have landed on the “Change password” tab. Follow the instructions to change your password.



3. Once you have changed your password, go to the “Enrolment” tab to set up your security questions



4. Once you changed your password and setup your security questions, sign out by clicking on the top right corner



Important notes:

- Keep your username and new password in a safe place.
- Before trying to log in to REDCap, wait for about **15 minutes** before trying to log in to REDCap (to let the systems synch and update).

STEP 2. LOG INTO REDCAP

1. Go to: <https://trials.nforc.co.uk/> and log in with your username and new password.
2. Check your inbox (junk folder) for a confirmation email and click the link.
3. You should now be able to use REDCap.

REDCap
Log In
Please log in with your user name and password. If you are having trouble logging in, please contact REDCap Administrator (BAOMS).
Username:
Password:
Log In [Forgot your password?](#)

Welcome to REDCap!
REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data.

REDCap Features
Build online surveys and databases quickly and securely. Create and design your project.

→ For using REDCap, please read the “How to use REDCap” document.

IN CASE OF PROBLEM

You can contact:

QOMS non-clinical lead: Fabien Puglia

E: goms@baoms.org.uk

BCC Helpdesk

E: bcc-webhelpdesk@qmul.ac.uk

(provide your username and registered email address to speed up the process)

FORGOTTEN PASSWORD OR LOCKED ACCOUNT?

Go to <https://selfservice.bcc.qmul.ac.uk/authorization.do> and use one of the other options (Forgot your password? Or Account locked down?) and follow the instructions on the screen

CANCER RESEARCH UK | BARTS CENTRE

Sign In

Username

Password

QMCR

Login

Forgot your password?

Account locked down?