# HOW TO REGISTER TO REDCAP?

QOMS is using the IT service provided by the Barts CR-UK Centre (BCC), Queen Mary University of London (QMUL) and we have therefore to abide by their process.

This is a **two-step** registration process.

STEP 1: COMPLETING REGISTRATION VIA THE BCC SELF-HELPDESK

1. The QOMS Project manager will send you:
   a. Your username (usually the 6 first letters of your surname following by a number). You will use this username to complete registration **AND** to later log into the QOMS database. **Keep it safe**.
   b. A single-use password in a protected Word document. The password for that document will be sent separately. In case you cannot see those emails in your inbox, check your junk folder.

2. Go to https://selfservice.bcc.qmul.ac.uk/ and log in with those details sent in the password-protected
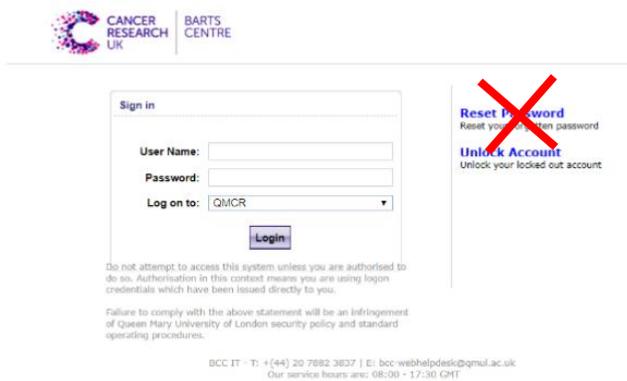
   document. (Ignore the Reset Password function on the right).

3. You will land the "Change password" page. Follow the instructions for setting up your new password. Once done, click on "Change Password" at the bottom of the page.
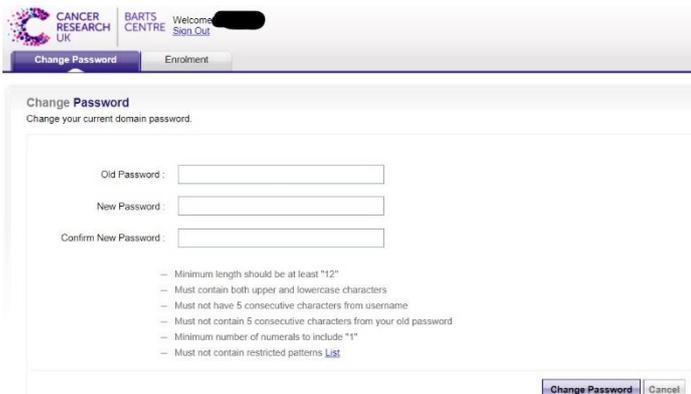
4. Go to the "Enrolment" tab at the top of the page to set up your 3 security questions.

Note: as I have already set-up my questions, the picture below will be slightly different from what you see as a first time user.

5.   Once you changed your password and setup your security questions, sign out.

Important notes:

- Keep your username and new password in a safe place.
- Wait for about **15 minutes** before trying to log in to REDCap (to let the systems synch and update).
- Registration with the BCC Self-Helpdesk is mandatory. It might seem cumbersome but once registered it will give you autonomy in the management of your account: you will be able to change your password when you want/need to, reset your password if you forget it or unlock your account.

STEP 2: LOGGING INTO REDCAP

1. Go to**: https://trials.nforc.co.uk/** and login with your username and new password (Don't forget to bookmark this page for future use).

2. You will be sent a confirmation email to the email address you have provided.

3. Go to your inbox. In case it does not appear in your inbox, check your junk folder.

4. Click the link in the confirmatory email. Once your email has been confirmed, you will be able to use REDCap

→ If you encounter any problems, you can contact the QOMS Project Manager, Fabien Puglia (baomsprojectmanager@baoms.org.uk) or directly the helpdesk (bcc-webhelpdesk@qmul.ac.uk).

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