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

Sign in			Reset Parsword
User Name: Password: Log on to:	QMCR	•	Reset your of them password Unlock Account Unlock your locked out account
Do not attempt to acc do so. Authorisation is credentials which have	ess this system unless you a n this context means you are e been issued directly to you	are authorised to a using logon a.	
Failure to comply with of Queen Mary Univer operation proceedings	the above statement will be sity of London security polic	e an infringement y and standard	

document. (Ignore the Reset Password function on the right).

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.

CANCER RESEARCH UK	E Sign Out	
Change Password	Enrolment	
have Bassing		
nange Password		
hange your current domain pa	ssword.	
Old Password	3	
New Password		
Confirm Naw Password		
Commit New Password		
	Minimum Inmeth should be at Innet 9409	
	 Minimum length should be at least 12 Must contain both unner and lowercase characters 	
	 Must not have 5 consecutive characters from username 	
	 Must not contain 5 consecutive characters from your old password 	
	 Minimum number of numerals to include "1" 	
	 Must not contain restricted patterns List 	
		Change Password Cancel

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.

er Regist	ration		
information	you provide here will be	used to authenticate you when you attempt to reset	your password or unlock your account.
ecunity Qui	estions		
			You have already enrolled for Security Question and Answer.
Length Sp	ecification		255
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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: <u>https://trials.nforc.co.uk/</u> 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

REDCap						
Log In						
Please log in with your user name an BAOMS).	d password. If you are having trouble logging in	, please contact <u>REDCap Administrator</u>				
	Username:					
	Password:					
	Log In Forgo	t your password?				
Welcome to REDCap!						
REDCap is a secure web platform for and surveys. REDCap's streamlined p projects offers a vast array of tools th	building and managing online databases rocess for rapidly creating and designing nat can be tailored to virtually any data	REDCap Features Build online surveys and databases quickly and securely - Create and design your project				

→ 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.