

## How to register to REDCap

### 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, temporary 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.

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.

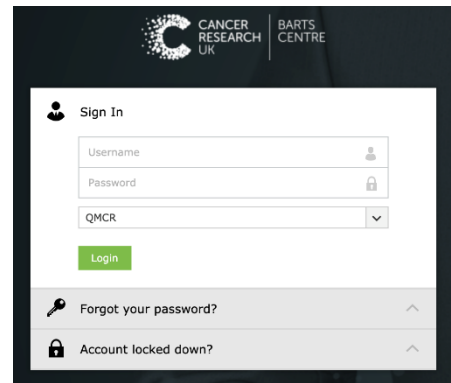
### Step 1. How to obtain a username and initial password

- Contact the QOMS Lead with your full name and a work email address (ideally nhs.net or nhs.uk).
- If you are requesting details for several people, you can use the Collaborator registration form (see BAOMS website for Word version).
- The QOMS Lead will send you directly a protected Word document (the password for that document will be sent separately).
  - Your username (usually the 6 first letters of your surname following by a number). Use this username to complete registration **AND** to later log into the QOMS database. **Keep it safe.**
  - A single-use password
- In case you cannot see those emails in your inbox, check your junk folder.

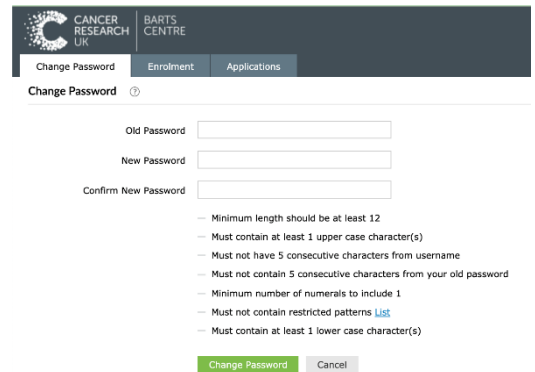
**You have just received an email from the BAOMS project manager with your username and temporary password. What do you need to do next?**

## Step 2. Completing registration via the BCC Self-Helpdesk

- 1 Go to <https://selfservice.bcc.qmul.ac.uk/authorization.do> and log in with the details in the password-protected document.

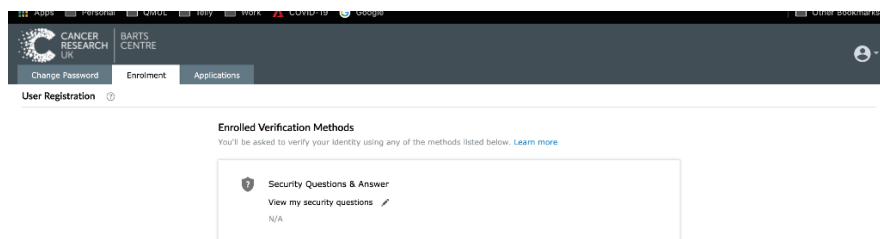


- 2 You will land the “Change password” page. Follow the instructions for setting up your new password. Once done, click on “Change Password” at the bottom of the page.

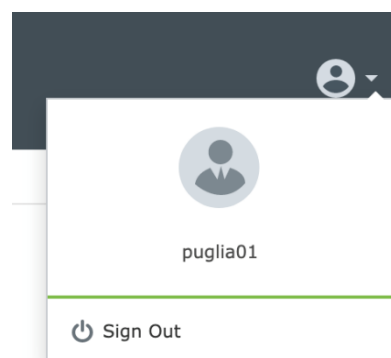


- 3 Go to the “Enrolment” tab at the top of the page to set up your 3 security questions.

*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.*



- 4 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 system syncs and updates).

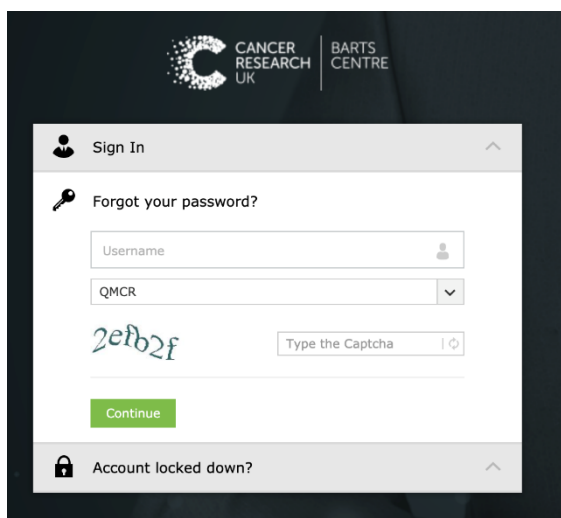
## Troubleshooting

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.

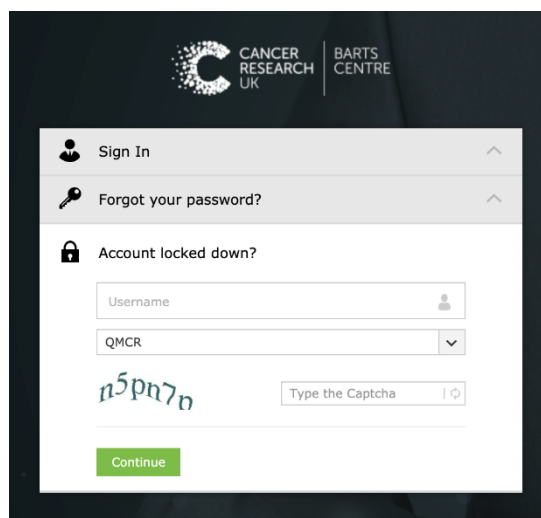
Go to <https://selfservice.bcc.qmul.ac.uk/authorization.do>

If you forget your password, select “Forgot your password?” and follow the instructions.

If you forget you are locked out of your account, select “Account locked down?” and follow the instructions.



The screenshot shows the 'Sign In' page with the 'Forgot your password?' option selected. The form includes a 'Username' input field, a 'QMCR' dropdown menu, and a captcha image with the text '2efb2f'. A 'Continue' button is visible at the bottom. A 'Account locked down?' link is also present at the bottom of the page.



The screenshot shows the 'Sign In' page with the 'Account locked down?' option selected. The form includes a 'Username' input field, a 'QMCR' dropdown menu, and a captcha image with the text 'n5pn7n'. A 'Continue' button is visible at the bottom.

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

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

**Appendix. Collaborator registration form (next page)**

## Quality and Outcome in Oral and Maxillofacial Surgery (QOMS) Collaborator registration form

Return completed form to [redcap@baoms.org.uk](mailto:redcap@baoms.org.uk)

### Location

Hospital name(s): \_\_\_\_\_

Trust name: \_\_\_\_\_

Clinical lead: \_\_\_\_\_

### Collaborators' details (add as many lines as necessary)

Full name	Email address (nhs.net or nhs.uk)	Phone number (optional)	Role in project (clinical lead, data entry...)	ORCID Number (optional)	Expiration date *	Indicate which project(s) each user needs access to				
						ODA	Orthognathic	Oncol-Recon	Trauma	Skin
<i>John Smith</i>	<a href="mailto:john.smith@nhs.net">john.smith@nhs.net</a>	<i>07712345678</i>	<i>Data entry</i>		<i>01/08/2021</i>	X		X		X

(\* optional, indicate if/when the user is due to leave the Trust – end of contract, rotation, retirement...)