

Office of Sponsored Projects SPA Card Program

How to Set Up A REDCap Account

1. Log into REDCap

- a. go to: https://REDCap.uth.tmc.edu/
- b. You will be prompted to enter your UTHealth User ID and password.
- c. Do this (even if you have never accessed REDCap before).

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Rec	scap is provided UTHealth's School of Biomedical Informatics.										
YOU	You are currently accessing a protected information resource. Unauthorized use is PROHIBITEDI Usage of this system may be subject to security testing and monitoring. Misuse is subject to criminal prosecution. There is no expectation of privacy except as otherwise provided by applicable privacy laws.										
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2. Email Verification

- a. Once you complete the signup process, you will receive automated email asking you to click on link to verify.
- b. Click on the link and sign in with UTHealth Username and Password

3. Verify Account Set up is Complete

- a. To confirm account set up is complete you should login to REDCap.
- b. You should see the "My Projects" page.
- c. Note- *You will not see the "SPA Card" project under your "My Projects" dashboard.* That is correct, the reason you are setting up REDCap access is to be able to access SPA Card Program forms (which are built in REDCap).
 - i. See screen shot below



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*You have now set up a REDCap account and will be able to access SPA Card Project Funding pages and Reports.