



Request an Account

CCTS Biostatistics Core

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Before You Begin

Terms of Use

Before establishing your REDCap account, please read the [Terms of Use](#). By logging into the [UIC REDCap application](#), each user is agreeing to these policies.

Human Subjects Research

If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board. For more information about Human Subjects Research at UIC, see the [Office of the Vice Chancellor for Research's website](#).

Account Types

UIC REDCap offers two types of user accounts. For more information about account types, please refer to the [Terms of Use](#).

Access-Only (Collaborator) Accounts

These accounts are appropriate for users who need to access and potentially edit existing REDCap projects. Project owners can determine the scope of each limited-access user's control. Access-only accounts may be available to non-UIC affiliates who are working with a UIC health researcher.

Full-Access (Creator or Owner) Accounts

These accounts allow users to create and control new REDCap projects. They are available only to current UIC faculty, staff, and students.

Get Started

1. Request an Account

To request a new REDCap account for yourself or a colleague, please submit a request through the [REDCap support request form](#). Be prepared to provide the following information:

- The user's full name
- The user's email address
- [For Access Only accounts] The user's REDCap sponsor. This is usually the PI or project manager who controls the REDCap project.

- [For Access Only accounts] The account expiration date. This defaults to one year from account creation. Accounts may be renewed before expiration if they are still in use.

The REDCap administrative team will respond to new account requests within one business day.

2. Set a Password and Log In

Once an account has been created, the new user will receive an email from REDCap with instructions to activate the account by setting a new password and logging in.

3. Join a Project

Project teams are responsible for managing user access to individual REDCap projects. The project owner or other team member with sufficient permissions can add any active REDCap user to a project via the User Rights page. The REDCap administrator **does not** manage access to individual projects.