

Setting Up Generic REDCap Accounts

Steps required for activation:

1. Go to <https://iam.auckland.ac.nz/identity> and enter the generic UPI and password
2. You will be directed to the page below. Select other services and change password. Use a format that is easy to remember, e.g., Melbourne*RWH



The screenshot shows the University of Auckland identity management interface. At the top, there is a blue header with the University of Auckland logo and a dropdown menu labeled "Other services...". Below the header, there are tabs for "Personal details", "Addresses", "Email & Phone", "Emergency Contacts", and "Photos". The "Personal details" tab is active, showing a form with the following fields:

| | |
|----------------|--------------------------|
| Username | stri405 |
| UoA ID | 814996814 |
| Legal name | FourZeroFive REDCapTrial |
| Preferred name | FourZeroFive REDCapTrial |

There is a blue "Update name" button to the right of the preferred name field. Below this, there is a section for "Demographics" with the following fields:

| | |
|------------------|----------------|
| Gender | |
| Date of birth | 1 January 1900 |
| Country of birth | |

3. Go to REDCap and enter the UPI and new password.
4. This will direct you to a REDCap user information window. Enter the UPI and new password again, and a contact email address (use the study email address).
5. Verify REDCap access by accepting the link in the email sent to the study address.

Once the accounts have been verified, add them to the project in user rights and assign data access groups, as appropriate.

Close the browser after each use.