Creating a REDCap Account

To register for REDCap, you MUST have a UFID and GatorLink credentials (user name and password).

1. Point browser to: https://www.ctsi.ufl.edu/research/study-design-and-analysis/redcap/

2. Click on ‘Login to or register for REDCap’ (see above).
3. Provide your GatorLink user name and password and a valid email address (does not have to be a UFL account).
4. Once you submit that information, REDCap will send an account verification email to the email address you provided. Click on the link in that email to verify your account.
5. After your account has been verified, go back to https://www.ctsi.ufl.edu/research/study-design-and-analysis/redcap/ and click on ‘Login to or register for REDCap’ and provide your GatorLink credentials to log in.

Account Settings

To change the email address associated with your account, to add additional email addresses that you want associated with your account, or to change the name associated with your account, see the steps below.

1. Log into REDCap
2. Go to the Home tab or My Projects tab and click on ‘My Profile’ in the top right corner (see below)
3. To change the primary email account associated with your REDCap account (the email address where REDCap will send you emails/notifications) enter a new email address into the Primary email line.

4. To add additional email accounts, click on Add email under Additional Options and type in a secondary email address.
5. To add a third email address, click on Add email again and type in a tertiary email address.
6. Click on Save Preferences.