

## How to Access REDCap

REDCap is a highly secured database used to house all study and participant-related data. As such, it requires Duo Mobile two-factor authentication to access.

REDCap is how information related to new study participants will be communicated between UVA staff and the pharmacy team.

Additionally, you will use REDCap to document any participant encounters (e.g., filling NRT, QuitAid MTM sessions, Smokelyzer tests) as well as document billing information (e.g., patient cost of NRT that study will cover).

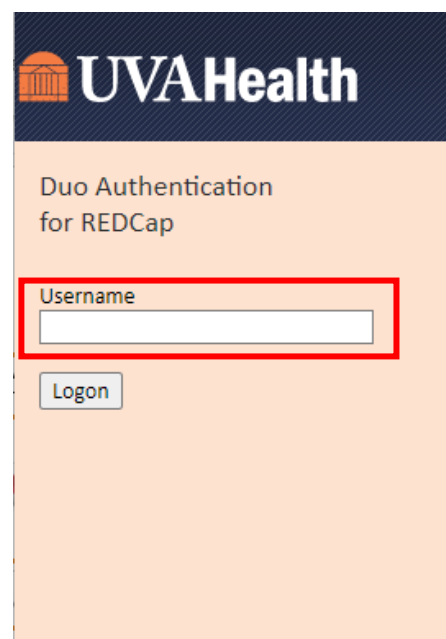
To login to REDCap, click here: <https://redcap.healthsystem.virginia.edu/>

### ACCESSING REDCAP

#### LOGGING INTO REDCAP

**Step 1:** You will see a screen that looks like this.

- Enter your UVA ID in the Username box.



UVA Health

Duo Authentication  
for REDCap

Username

Logon

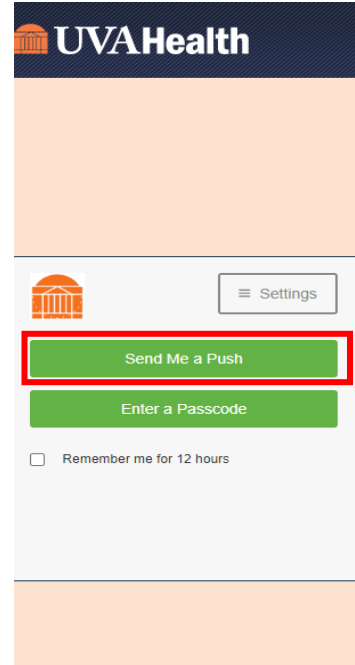
**Step 2:** Next you will be asked to authenticate yourself using the DUO mobile app.

- You will see the authentication screen.
- Select 'Send Me a Push'.

After you approve the DUO Mobile authentication on your cell phone, you will be taken to a page where you will enter your UVA login credentials again.

**Step 3:** Enter your Login Credentials

- Enter your UVA ID in the Username box
- Enter your UVA password



## Log In

### New: REDCap Virtual Office Hours

Date: Every Thursday, 9AM-12PM

[Register Here](#)

Office hours are currently offered on Thursday 9-12 only, if you'd like consultation outside the window, please email the REDCap team [redcap@uvahealth.org](mailto:redcap@uvahealth.org)

### Scheduled Monthly REDCap System Maintenance

Date: Third Tuesday of every month

Next maintenance date: 12/19/2023, 1/16/2024, 2/20/2024, 3/19/2024, 4/16/2024

Time: 8-10PM EST

During this time, you will not be able to login to use REDCap or take survey. Please save your work prior to this window and log out REDCap.

### Trouble Logging in?

Please ensure you are using your most current UVA Health computing username and password. REDCap is synced with the UVA Health computing ID & Password; therefore, any updates to your password automatically take effect here as well. This password expires every 60 days. If your UVA Health password has locked out, expired, or you have forgotten it, please contact the Health IT Help Desk at 434-924-5334 for assistance.

### Attention: The REDCap system is NOT 21 CFR Part 11 compliant. This means that it should NOT be used IF

- your study is FDA regulated AND the data will be submitted as part of a marketing approval application OR
- your study is FDA regulated AND the study involves eConsent

RedCap support at the University of Virginia is supported in part by the National Center for Advancing Translational Sciences of the National Institutes of Health under Award # UL1TR003015. Please help us continue our support for clinical and translational research by citing the grant in all scholarly work which utilizes this resource.

### Unsure if your project requires IRB review?

Use the UVA IRB Online tool ([UVA Non Human Subject Research Online Tool link](#)) to determine whether your project meets the definition of human subject research. Based on your responses, you will either be directed to submit an IRB application if meeting the criteria of human subject research, or if not human subject research, you will receive an email that confirms the new activity DOES NOT require IRB review. Access the full UVA IRB website here: [IRB for Health Sciences Research \(IRB-HSR\)](#)

### UVA REDCap Guide and FAQ

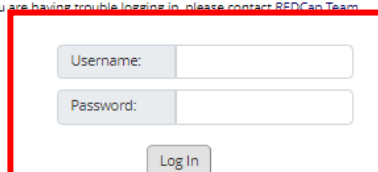
### REDCap Assistance Request

UVA REDCap team offers consultations, demos, build guidance, cost estimate, dedicated development, custom programming and general support.

### Contact

[REDCap@uvahealth.org](mailto:REDCap@uvahealth.org)

Please log in with your user name and password. If you are having trouble logging in, please contact REDCap Team



After logging into REDCap, the home page should look like the image below.



**REDCap** Home My Projects + New Project Help & FAQ Training Videos Send-It Messenger

Logged in as ma17uj Profile Log out

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Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

| Project Title   | Records | Fields | Instruments           | Type | Status |
|---|---------|--------|-----------------------|------|--------|
| [DRAFT][R][SOM] - QuitAid R01 Participant - HSR220197   | 88      | 741    | 23 forms<br>3 surveys |      |        |
| QuitAid R01 Pharmacy                                    | 2       | 284    | 11 forms              |      |        |
| [PROD][R][SOM] - QuitAid R01 Pharmacists - HSR220197    | 11      | 302    | 8 forms<br>8 surveys  |      |        |
| [DRAFT][R][SOM] - VergeRx Pilot Participant - HSR230207 | 1       | 754    | 23 forms<br>3 surveys |      |        |
| [TRAIN][R][SOM] - QuitAid R01 Pharmacists - HSR220197   | 11      | 302    | 8 forms<br>8 surveys  |      |        |

## WHAT TO DO IF YOU CAN'T LOGIN TO REDCAP

If you can't login to REDCap, Contact UVA Health IT at 434-924-5334 to unlock your UVA account.

You can also visit the UVA HIT website at: <https://hit.healthsystem.virginia.edu/>

## ADDITIONAL RESOURCES

The QuitAid team has "How-To" help available on the [website](#) that is specifically tied to how to use REDCap with the study protocol.

UVA also has more general REDCap use tutorials available on the REDCap login page.