MSTCVS Quality Collaborative
REDCap Database User Instructions

REDCap is a secure, HIPAA-compliant, web-based application offering a streamlined process for developing databases in support of data capture.

REDCap Account Request and Access:

- REDCap access is only necessary for those who will be entering data.
- University of Michigan (UM) MICHR manages REDCap access, but MSTCVS will assist participants in obtaining access.
- A UM sponsored External Collaborator account will be necessary to access REDCap.
  Your UM/MSTCVS authorizing sponsor will be Lisa Grelecki (lgreleck@med.umich.edu).
- If you already have an External Collaborator account through participation in another CQI, you will use the same University of Michigan unique name and password to log in.
- Use the following link to complete the account request process:
  https://redcapproduction.umms.med.umich.edu/surveys/?s=89YLRDNPFL

Logging into REDCap

- MSTCVS REDCap projects can be accessed using the following link:
  https://redcapproduction.umms.med.umich.edu/
- You will log in using your UM unique name, password, and DUO Authentication.
- MSTCVS projects will appear under your 'My Projects' list.

Important Information:

- **Save your work often**. REDCap will time out after 30 minutes of inactivity and you will be required to log in again.
- Save your account information in a safe place. If you lose your login information, you will need to contact UM Health Information and Technology Services (HITS) for assistance at (734)-936-8000, option #3.
- Active user accounts will automatically be renewed every year by MICHR.
- **You must sign into REDCap at least once per month to keep your account active.**
  - After 90 days of inactivity, your account will be suspended. If this happens, please contact HITS for assistance at (734)-936-8000, option #3.
  - After 180 days of inactivity, your account will be made inactive. If this happens you will need to go through the account access process again. Please contact Ahmed Ben Daly Hassen, MSTCVS Database Programmer, at ahmedben@med.umich.edu.
- If you have technical questions or need assistance with your REDCap account, contact Ahmed Bendaly as a first step.
- For questions related to data collection or definitions, contact Lisa Grelecki (lgreleck@med.umich.edu).