



REDCap Highlights

About REDCap Access

- REDCap access is **only necessary for those who will be entering data**. This is **NOT** how you will obtain reports.
- If you will be entering data and have not already gone through the process to obtain access, please contact Pam Benci asap at plf@med.umich.edu
- Once you have obtained your REDCap access, please note that **you CANNOT enter data yet!** You will have the opportunity to use and test the **REDCap training site when we notify you in March**.
- Each External Collaborator will only be issued ONE University of Michigan account.
 - If you are a user for multiple sites, you will use your ONE unique name and password(s) to log in and you will have a drop-down menu to select the appropriate site.
 - You will not see site names, but instead site numbers.
- External Collaborators will log in:
 - First with their unique name and level 1 password
 - Second sign in with DUO Authentication
 - Third sign in with their level 2 password

About REDCap Features

- **REMEMBER** that you will continue to use the “old” **BMC2.org database for Q1 2023 (1/1/23 – 3/31/23) and VS 30 day & 1 year FU**. You will use the “new” **REDCap database for Q2 2023 and beyond!**
- If you are a user of multiple sites, please **REMEMBER to check at the top to make sure you are in the correct REGISTRY and the correct SITE**.
 - As a reminder, you will not see site names, but instead site numbers.
- The dictionary is not embedded in the REDCap Database. You will find the NEW [dictionaries and worksheets](#) on our public BMC2.org website **after 1/27/23** when we perform website maintenance.
- REDCap will timeout after 30 minutes of *inactivity*. You will need to login again when you return. **SAVE OFTEN!**
- You will need to use DUO Authentication every time you log into REDCap.
- **DO NOT USE either of these links provided in the REDCap workspace**
MICHR cannot help you with BMC2 data entry!
 - DO NOT USE – michr.support@umich.edu at the top
 - DO NOT USE – “Contact Redcap Administrator” link on the left

About REDCap Accounts

- Active user accounts will be automatically renewed every year by MICHR.
- Please **sign into REDCap at least once per month to keep your account active!**
- After 180 days of inactivity, your account will be suspended. If this happens, please contact Pam Benci at plf@med.umich.edu
- This University of Michigan account will be a sponsored account and your UM Sponsor will be Pam Benci
- If you need assistance with your REDCap account, please contact Pam Benci as a first step. Plf@umich.edu or (734) 645-9678