



REDCap Highlights

About REDCap Access

- REDCap access is only necessary for those who will be entering data.
- If you will be entering data and do not yet have REDCap access please contact Pam Benci at plf@med.umich.edu
- Each External Collaborator will only be issued one University of Michigan account.
 - **If you are a user for multiple sites, you will use the same unique name and passwords to log in.**
 - You will have a drop-down menu to select the site you wish to use.
 - You will not see site names, but instead site numbers.

Logging into REDCap

- You can **access both the former database and the new REDCap database by going to BMC2.org** and clicking on **Member Login** in the top right corner.
 - The **former database** will be used for entering discharges Q1 2023, VS 30d & 1yr FU, and obtaining reports.
 - The **new REDCap database** will be used for entering discharges Q2 2023 and beyond!
- 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

REDCap Features

- 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.**
- The dictionary is not embedded in the REDCap Database. You will find the new [dictionaries and worksheets](#) on our BMC2.org website.
- REDCap will timeout after 30 minutes of *inactivity*. You will need to login again when you return. **SAVE OFTEN!**
- DO NOT USE either of these two links in the REDCap workspace - MICHR cannot help you with BMC2 data entry!
 - **DO NOT USE – michr.support@umich.edu at the top or the [Contact Redcap Administrator](#) link on the left**

About REDCap Accounts

- MICHR/University of Michigan will manage REDCap access and BMC2 staff will assist participants in gaining REDCap access.
- SAVE Your account information in safe place. **If you lose your login information, you will need to call (Health Information and Technology Services) for assistance (734) 936-8000, option #3**
- 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 90 days of inactivity, your account will be suspended. If this happens, please contact HITS for assistance (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 process again. Please contact Pam Benci plf@med.umich.edu or (734) 645-9678.
- 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**