

How to request a REDCap/Net ID Account for Fit Families Direct Ed Data Collection Project

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HIPAA Training

Please have proof of a completed HIPAA training ready to upload before you move on to step two. If you have not already completed a HIPAA training or do not have documentation of a completed HIPAA training, you can access the UW HIPAA External training.

At the end of the PDF training you will be directed to complete a training attestation to serve as verification of completion of the training; it will be emailed to you for your records and you can upload the verification when you request your REDCap account.

2

Request a REDCap Account

To request a REDCap account, fill out [this form](#). Please fill out the form exactly as described below.

Fill out the date of your request, select **Requesting access for myself**, and choose **REDCap (Non-FDA Regulated)** for the system you need to access.

Person Needing Access

Enter your **name** and **work email address**.

Select **External Collaborator** and **enter your organization's name**.

UW-Madison Project NetID

Select **No** for "Do you have a UW-Madison NetID"

Enter "**Fit Families Direct Ed Data Collection**" in the **Comments** field.

This screenshot shows the top portion of the REDCap account request form. At the top, there is a 'Date Requested' field with a date picker set to 04-22-2024. Below this is a question: 'Are you requesting access for yourself or another person?' with two radio button options: 'Requesting access for myself' (which is selected) and 'Requesting access for another person'. A 'reset' link is visible next to the second option. The next section is titled 'Which system(s) will you need access to? (check all)' and contains a list of systems with checkboxes: OnCore, eBinders, iLab, Platform X, DocuSign (SMPP Clinical Research 21 CFR 11 instance), REDCap (non-FDA Regulated) (which is selected), REDCap (Global Health - projects conducted outside the US), eLab (CREW Consortium only), and Participant Payments.

This screenshot shows the middle portion of the form. It includes an 'Organization' field with a dropdown menu currently showing 'UW-Madison / UW-Health' and a radio button option for 'External collaborator' (which is selected). A 'reset' link is next to the radio button. Below this is a 'Name of Institution or Organization' field with a text input area.

This screenshot shows the bottom portion of the form. It includes a 'UW-Madison NetID' section with a question 'Do you have a UW-Madison NetID?' and two radio button options: 'Yes' and 'No' (which is selected). A 'reset' link is next to the 'No' option. The final section is 'Comments', which has a text area containing the text 'Fit Families Direct Ed Data Collection'. An 'Export' button is visible at the bottom right of the form.

UW Project PI/Supervisor Information

Enter "**Sarah Linnan**" and "**linnan@wisc.edu**"

HIPAA Information

Use the **upload file button** to upload documentation showing that you have completed HIPAA training.

Submit Account Request

UW-Madison/UW-Health Supervisor

UW-Madison & UW-Health Staff - provide your supervisor's contact information
External Collaborators - provide the UW-Madison/UW-Health project owner/PI

Sarah Linnan linnan@wisc.edu

*must provide value

HIPAA Information

Attach HIPAA Training Documentation

1. Either from the external collaborator's institution/organization

OR

1. If you need to complete training, you may take the UW-Madison Training at this link: [UW-Madison HIPAA Training for External Users](#)

2. Complete the survey/attestation form at the end of the training.

3. After the survey is completed, a confirmation email will be sent. Please save this email and upload it here.

Upload file

Submit Account Request

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Manifest Net ID Set-up

Once you have submitted the account request, you will receive an email from manifest@doit.wisc.edu to finish setting up your NetID login required for logging into REDCap. **Read through and follow the instructional prompts** in that email to validate your NetID account. Information about the Manifest email can be found [here](#).

Additional information about this process, including screen shots, can be found [here](#).

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REDCap Interactive Training Module

Once you have submitted the account request, you will also receive an email from redcap@ictr.wisc.edu with a link to **complete a REDCap Interactive Training Module**.

You do not need to click on the links in the beginning of the module to complete it. The module is interactive, so it will train you as you go through it, and will only move on when you have selected the correct answer.

REDCap Interactive Training

Please complete the following interactive training module for general information about ICTR REDCap and our policies. In order for your account to be created, you will need to complete this module and agree to our policies.

For each question, select the option or options that provide the best answer. You will see supporting information based on your selections, and can change your answers as needed. You can move to the next question following a correct response.

This training module is estimated to take about 10-15 minutes. You are able to save your answers and return later if you cannot complete the module at one time.

Please use the following resources when you have questions about REDCap.

- **REDCap Training Videos:** <https://redcap.ictr.wisc.edu/index.php?action=training>
These brief videos will help give you a basic understanding of the system. You DO NOT need an account to access these videos. Just scroll down on the page and click the video you wish to watch.
- **ICTR REDCap KnowledgeBase:** <https://kb.wisc.edu/ictr/>
This website offers step-by-step screenshots and helpful tips for new features within REDCap. Currently this is only available to users with a UW NetID.
- **ICTR REDCap Support:** redcap@ictr.wisc.edu
Contact our support staff with any questions you may have.

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HIPAA Requirements

The Health Insurance Portability and Accountability Act (HIPAA) is a legislation which establishes national standards for protecting the privacy and security of health information and define specific rights for individuals with respect to their health information.

The HIPAA Privacy Rule regulation specifies 18 identifiers, most of which are demographic. Inclusion of even one of the following identifiers makes a data set identifiable.

For more information about identifiers visit the UW-Madison KB Page: <https://kb.wisc.edu/page.php?id=65981>

ICTR REDCap can be used to store HIPAA data.

* must provide value

True

False

reset

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Log in to REDCap

Once your account is created **you will need to log in at least once** to finish setting it up.

The first time you log in, you won't be able to see the Fit Families Direct Ed Data Collection Project. You will need to log in a second time to see the project in your REDCap account.



If you have questions about setting up your REDCap account or need to remove a user from REDCap, please contact Sarah Linnan at linnan@wisc.edu