

In order to prepare for our class on "Database Design and Management," you will need to create an account to enable you use the REDCap software. To do this, follow these instructions:

1. Go to <https://redcap.iths.org>
2. Select "University of Washington" as your affiliation
3. Sign in with your UW net ID
4. You will be asked for some basic user information, including your email address. Your email address will need to be verified before you are granted access to REDCap.
5. After clicking the Submit button, an email will be sent to your email account. You will need to click the link in the email to verify your email account before accessing REDCap.
6. Once your account has been verified (after clicking the link in your email), click "Access REDCap"
7. You will then be required to request a project. Select the following options:
  - a. Click the "Request New Project" tab
  - b. Project title: enter the name of your class project
  - c. Project purpose: select "Practice/Just for fun"
  - d. Project type: select "Create an empty project (blank slate)"
  - e. Click "Send Request"
8. Your request for a new REDCap project will be sent to a REDCap administrator. You will receive an email from them confirming that your project has been created. The approval process can take up a one business day. Please let us know if you encounter any problems with registration.