UMB REDCap data sits behind SSL (Secure Sockets Layer) on campus and is managed by the Clinical and Translational Research Informatics Center (CTRIC).   To create and manage a data project in REDCap, you will need permission to access the REDCap-SOM VPN group. Respondents to REDCap surveys **DO NOT** need a REDCap account.

**A. Getting Access to REDCap**

 **Two Steps:**

# **Step One: Need Cisco AnyConnect Secure Mobility Client** installed each PC you plan to use to access your REDCap project(s). The icon looks like a gray marble with blue & green ribbons of color . Check your Application Launcher and if it is not available, contact your local IT to request VPN Client installed on your computer:

(a) Hospital equipment, contact 8-help or helpdesk@umm.edu

(b) Non-hospital equipment, contact the IT service desk for your department or school

**2. Step Two: Obtain a REDCap account –**

Email **Research@som.umaryland.edu**with “**Request access to REDCap”** in subject line.  Add your UMID username in the message dialogue field.

**B. Logging into REDCap**

**Once Cisco AnyConnect Secure Mobility Client is installed and you have a REDCap account**,

**1. Launch Cisco AnyConnect** by clicking the icon . Make sure **vpn.som.umaryland.edu** is in the pop-up field and **Connect.**

**2.** **In the Group List**, Select **SOM-REDCap** from the Group list and log in with your UMID User Name and Password (UN/PW).

**3**. **Open your browser** and type in the URL to the campus REDCap[**https://redcap-secure.igs.umaryland.edu**](https://redcap-secure.igs.umaryland.edu/) in your Internet Explorer or Google Chrome browser. You will be prompted again for your UMID UN/PW.  ***Please note, if you are not connected to the SOM-REDCap* *VPN, this URL will redirect you to the IGS website. IGS hosts the REDCap server. Please log into the VPN first before using this URL.***

## C. How Do I Learn to Use it?

**1**. **REDCap Video tutorials** - REDCap has video tutorials throughout the application but you can access a list of the most current videos here [**https://projectredcap.org/resources/videos/**](https://projectredcap.org/resources/videos/)

**2.** **On-campus REDCap Training** – UMB Clinical and Translational Research Informatics Center (CTRIC) hosts a free one-hour group training/discussion session every month. Email the REDCap Help Desk at **research@som.umaryland.edu** to be added to the notification list or to request more, advanced assistance. One free hour for one-on-one training is available as well.

**D. REDCap and UMB ICTR**

REDCap is designed as a do-it-yourself platform. CTRIC provides services beyond the free sessions for a fee. However, UMB faculty needing assistance for more complex research projects may be eligible for up to 25 hours of UMB ICTR Informatic resources to help defray the cost. For more information https://www.umaryland.edu/ictr/investigator-resources/ictr-informatics-core-services/