




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:

1. **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 IT:
 - (a) Hospital equipment, contact 8-help or helpdesk@umm.edu
 - (b) Non-hospital equipment, contact the IT service desk for your department or school.
 - (c) Department of Medicine equipment. Place service request through <https://servicedesk.medicine.umaryland.edu/LiveTime/WebObjects/LiveTime.woa>
 - (i) Log in with your SOM email and PC password
 - (ii) Select 'New Request'
 - (iii) Request Type: Incident
 - (iv) Item Category : Remote Access
 - (v) Item Type: VPN
 - (vi) Item ID: auto-populates
 - (vii) Preferred contact method: select one
 - (viii) Summarize your request: "Need VPN Client Installed on Computer Name xxxxxx (information available on PC screen or under your Computer properties)
 - (ix) Brief Description of the Request: copy and paste same info from summary into this field and add any additional information, if needed.
 - (x) Notify: enter your email address
 - (xi) Select 'Save'. If you do not save, the request will not process.




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> 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/>
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 UMB ICTR Informatic resources to build a project for little to no cost. Go to

<https://www.umaryland.edu/ictr/investigator-resources/ictr-informatics-core-services/>