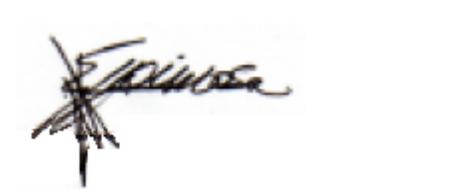


Standard Operating Procedure:
REDCap - Adding New Users

SOP Number:	101
Version Number:	3
Department/System:	Health Research BC/BC SUPPORT Unit
Supersedes:	N/A
Number of pages including cover:	3

Document History

Version Number:	Summary of Changes Made:	Effective Date:
1	New document	April 6, 2018
2	Update/refresh	March 9, 2021
3	Change of legal name and logo from BC AHSN to Health Research BC	March 18, 2022

Approver Name	Approver Signature	Date
Elodie Portales-Casamar, Director, Research Informatics BC Children's Hospital Research Institute		March 18, 2022
Victor Espinosa, Manager, Research Informatics/Statistics, Island Health		March 18, 2022

1. PURPOSE

- 1.1. To define the procedure followed for adding new users to Health Research BC REDCap.

2. SCOPE

- 2.1. This procedure applies to all Health Research BC Data Management (DM) team members and Principal Investigators (PI) or designated Project Administrators (PA) involved in the addition of new users to Health Research BC REDCap.

3. RESPONSIBILITIES

- 3.1. Each authorized research team member is responsible for creating a Population Data BC (PopData) account to access their REDCap project.
- 3.2. PI or designated PA is responsible for providing the Health Research BC DM team with their PopData username when filling out the Service Agreement Resolution survey (*See SOP 103*).
- 3.3. The Health Research BC DM team will add the PA and/or PI's PopData username to the REDCap project.
- 3.4. The PA and/or PI is responsible for adding each user to their project and adding/managing user rights for authorized research team members.

4. RELATED SOPS/DOCUMENTS

- 4.1. SOP 103 – Health Research BC REDCap Service Agreement & Project Creation

5. DEFINITIONS

- 5.1. **Principal Investigator (PI):** Primary individual in charge of and responsible for the proper conduct of a research project.
- 5.2. **Project Administrator (PA):** Person responsible for the development of REDCap data instruments and the overall management of the project data.
- 5.3. **Research team:** Research assistants/nurses, data entry personnel and other personnel involved in the clinical research study and granted access to REDCap projects. The Research team members report to the PI but are generally supervised by the PA.
- 5.4. **Health Research BC Data Management (DM) team:** team that is responsible for managing projects in REDCap and assisting research teams in using REDCap for their research studies.
- 5.5. **REDCap Project:** A set of data entry forms, surveys, schedules and other data management tools pertaining to a specific study or research project.

5.6. **Population Data BC:** Population Data BC (PopData) is a multi-university, data and education resource facilitating interdisciplinary research on the determinants of human health, well-being and development. The Health Research BC REDCap database server is located here.

6. PROCEDURE

6.1. User Account Request and Creation

- a) User accounts for each research team member accessing REDCap projects need to be requested through Population Data BC.
- b) PI and/or PA log in to REDCap with their PopData credentials, and select the project where they'd like to add a new user. In the User Rights page under Applications on the left hand side of REDCap, they enter the PopData username to "Add new user" or "Assign new user".
- c) PI and/or PA assigns the necessary user rights to the newly added users in REDCap; see recommended user roles table at the top of the User Rights page.
- d) Any forgotten passwords or login questions need to be directed to support@popdata.bc.ca. Turnaround time for password/login questions to PopData is five business days.

6.2. Training

- a) The Health Research BC DM team will provide support or training for the PI/PA on user accounts as necessary.
- b) User Account creation information is available through the Population Data BC website: <https://my.popdata.bc.ca/account/register/>

7. REFERENCES

- 7.1. Register for a PopData account – <https://my.popdata.bc.ca/account/register>
- 7.2. Login issues – support@popdata.bc.ca