WELCOME TO BC AHSN REDCAP!

Access your REDCap project

Log into REDCap at https://redcap.bcahsn.ca using your (new) Population Data BC credentials. You will see your project on the REDCap 'My Projects' Page, click on the project title to open the project.

Add your research team to your REDCap project

To add users on your research team to your REDCap project, ensure they also have PopData accounts.

- They can create a PopData account here: https://my.popdata.bc.ca/accounts/register/. Then, go to the User Rights page in REDCap, and add their PopData usernames.

Let your research team members know they can now access the REDCap project by going to https://redcap.bcahsn.ca.

- If someone has forgotten a password or cannot login, contact support@popdata.bc.ca for help.

Project setup

The 'Project Setup' page is where you will begin building your project. There are seven steps to building your project, and as you scroll down the Project Setup page, you will see each step laid out:

- Main project settings
- Design your data collection instruments
- Enable optional modules and customizations
- Set up project bookmarks (optional)
- User rights and permissions
- Test your project thoroughly
- Move your project to production status

Ensure your research team goes through each of these steps prior to collecting live data in Production Mode.

REDCap help

REDCap tutorial videos by Vanderbilt University and University of Colorado Denver are found here:

Vanderbilt: https://rc.bcchr.ca/redcap/index.php?action=training

UCD: https://vimeo.com/ucdredcap/videos/page:1/sort:date

Each project in BC AHSN REDCap receives four hours of in-person or remote/webinar training, and two hours of online support by the BC AHSN Data Management team. You can request additional training and support for a fee of $75/hour.

- To contact us for questions, or to book a training/support session, email redcap@bcahsn.ca.

Project Completion

When your research team has finished collecting *and* analyzing data, you can choose to **archive** your project. This means you do not need the data anymore, and the project is removed from your list of projects in BC AHSN REDCap. Archiving a project also keeps the data secured and unchanged (e.g., once a paper is published).

- If you do happen to need the data, simply let us know and we can unarchive the project for you.