

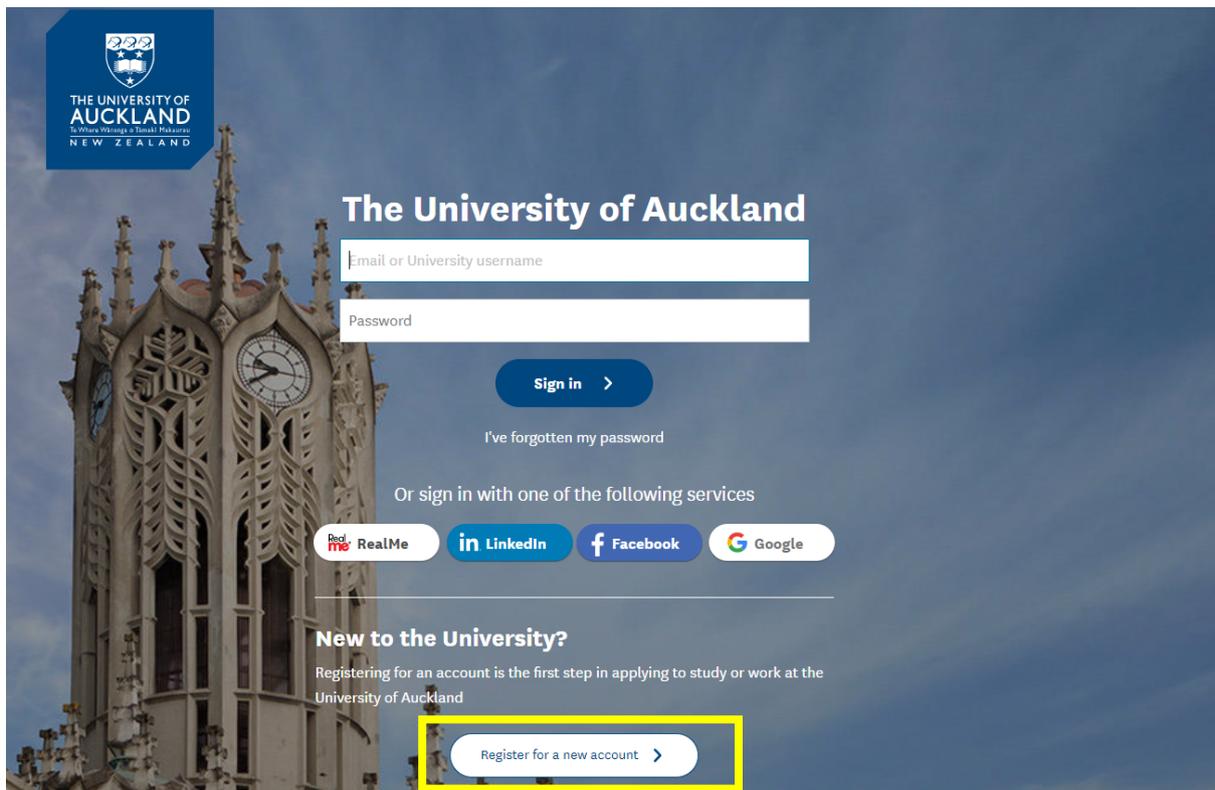
Accessing REDCap

Step 1: Create a University of Auckland Login

The first step is creating a University of Auckland login. If you already have one go to step 2.

If you need to create one click this link <https://iam.auckland.ac.nz/register>

It will take you to the screen below

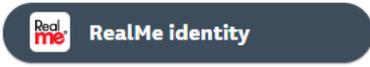


Select "Register a new account" at the bottom of the screen

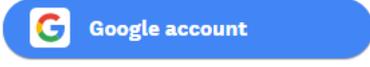
This will take you to the screen below which gives you multiple options. Select “Register manually” at the bottom of the screen.

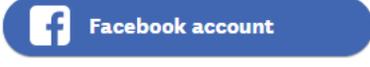
Please choose from one of the following options

I'm new and I would like to register using:

 **RealMe identity**

 **LinkedIn account**

 **Google account**

 **Facebook account**

Registering with one of these services will allow you to use that account to log in to your University account

Register manually

[I already have a username](#)

Protect your privacy

Fill in the details as seen below.

Register for an account

First name

Middle name

Last name

Do you have a preferred name that is different from your full legal name? Yes No

Date of birth 

Email address

Choose a password 

Confirm password

I accept the [IT Acceptable Use Policy](#), and [disclaimer](#).

Register >

 Other services...

Personal details | Addresses | Email & Phone | Emergency Contacts | Photos | Social Media Profiles

UoA ID 164661237

Legal name [Redacted]

Preferred name [Redacted] [Update name](#)

Demographics

Gender [Redacted]

Date of birth [Redacted]

Country of birth [Redacted]

Residency We don't know what your residency status is. [Update demographics](#)

Identifiers [Update identifiers](#)

Disability information

You do not live with the effects of a mental health condition, specific learning disability, long-term medical condition, or other disability or impairment. [Update disability information](#)

Key ✓ Verified for accuracy. 🔒 Locked and cannot be changed here. If any verified or locked details are incorrect, please [let us know](#).

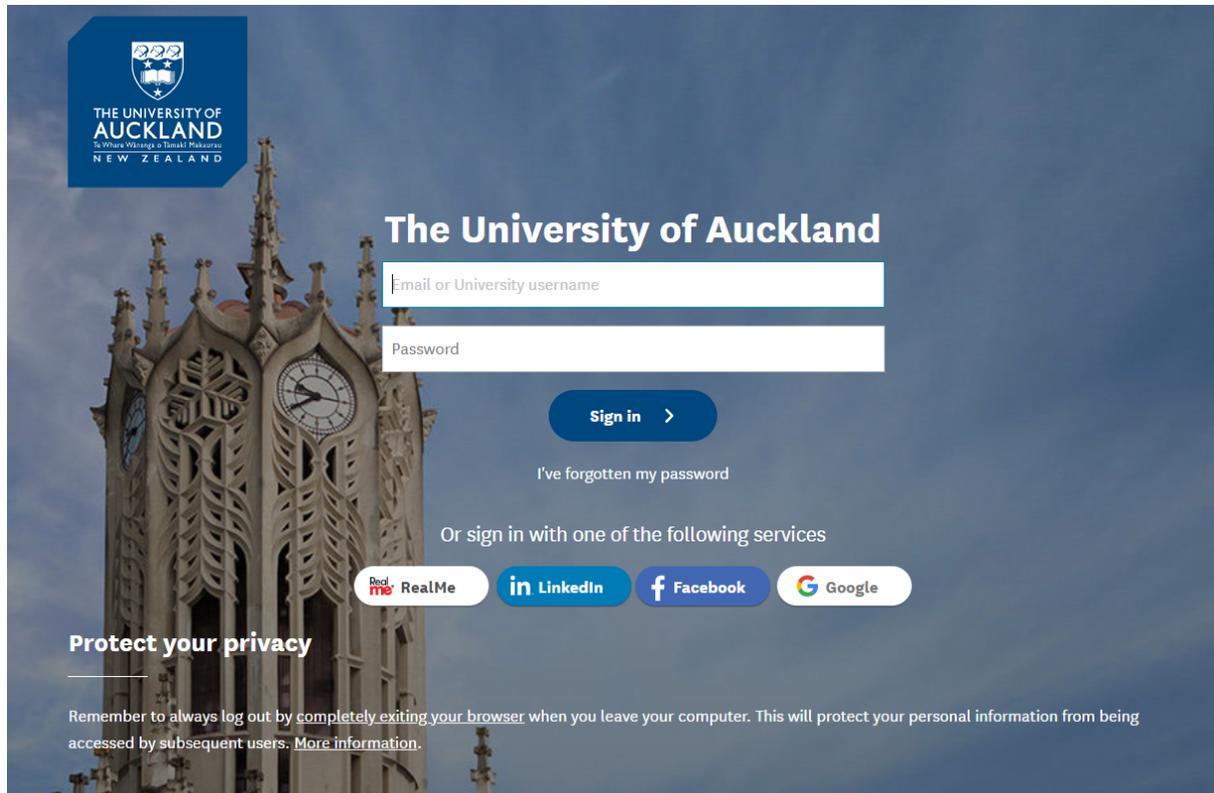
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Once complete it will take you to the above page. Please note down your UoA ID. This will be the same ID for REDCap and will be how you are identified.

Step 2: Making a REDCap Login

Follow this link: <https://redcap.fmhs.auckland.ac.nz/>

It will take you to the screen below. You can then sign in with your newly made login.



The University of Auckland login page features the university's crest and name in the top left. The main heading is "The University of Auckland". Below this are two input fields: "Email or University username" and "Password". A blue "Sign in" button with a right-pointing arrow is positioned below the password field. A link "I've forgotten my password" is located below the sign-in button. Below this, a text prompt says "Or sign in with one of the following services", followed by four social media login buttons: "RealMe", "LinkedIn", "Facebook", and "Google". A "Protect your privacy" section is at the bottom, with a note: "Remember to always log out by completely exiting your browser when you leave your computer. This will protect your personal information from being accessed by subsequent users. [More information.](#)"

You will then be taken to the screen below. Please fill in the details.

[Log out](#)

Basic User Information Form

Before accessing REDCap, we first need to obtain some basic information about you. Please enter ALL the fields below and then hit the Submit button. Once this information is saved, you can change it any time by navigating to the My Profile page, which you will find the link to at the top right of every page.

Username: 164661237

First name:

Last name:

Email:

Re-enter email:

NOTE: The email address entered above will first need to be verified before access to REDCap is granted. After clicking the Submit button, an email will be sent to that email account, after which you will need to click the link inside the email to verify your email account before accessing REDCap.

You will then receive this message confirming you have been sent a verification email

[Log out](#)

✓ Account created / Verification email sent

Your REDCap account has now been created. But to complete the account setup process, you will need to confirm your email address by checking your email account Mjamesmcguinness@gmail.com for the account verification email sent by REDCap, and follow its instructions. You will not be able to fully access your REDCap account until the setup process has been completed. Thank you!

✉ Check your email account Mjamesmcguinness@gmail.com

REDCap 9.4.1 - © 2021 Vanderbilt University

Please click the link in the verification email

[REDCap] Verify your email address Inbox x



REDCap Administrator redcap-admin@fmhs.auckland.ac.nz... 12:58 (0 minutes ago)
to Mjamesmcguinness ▾



[This message was automatically generated by REDCap]

To complete the process of setting up a new primary email for your REDCap account with username "164661237", you will need to confirm your email address by clicking the link below. You will not be able to fully access your REDCap account until this verification process has been completed. Thank you!

[Click here to confirm your email address](#)

If the link above does not work, try copying the link below into your web browser:
https://redcap.fmhs.auckland.ac.nz/index.php?user_verify=d7yKoRXPRg4MjRqCGuFH

This link is unique to you and should not be forwarded to others.

[← Reply](#) [→ Forward](#)

You will receive this screen confirming set up complete

✓ Email account verified!

Your email account for REDCap has now been verified. You may now access REDCap by clicking the link below.

[Access REDCap](#)

REDCap 9.4.1 - © 2021 Vanderbilt University

Your set up is now complete.

Please enter the UoA ID from this screen below when registering your mini-team at REDCap:

Other services...

Personal details | Addresses | Email & Phone | Emergency Contacts | Photos | Social Media Profiles

UoA ID	164661237
Legal name	Matthew James McGuinness
Preferred name	Matthew James McGuinness

[Update name](#)

Demographics

Gender	
Date of birth	28 August 1992
Country of birth	
Residency	We don't know what your residency status is.

[Update demographics](#)

Identifiers

[Update identifiers](#)

Disability information

You do not live with the effects of a mental health condition, specific learning disability, long-term medical condition, or other disability or impairment.

[Update disability information](#)

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Centre Data

Please complete this form to register your mini-team for the CHOLENZ Study.

Please select the name of the hospital (if not present, please select "Other hospital")

* must provide value

Type to search the name of your hospital

Enter the name of the town/city your hospital is located in:

* must provide value

Does this site have a local (hospital) lead? (seperate from supervising consultant)

Yes

No

reset

Enter the First Name of the Local (Hospital) Lead:

* must provide value

Enter the Last Name of the Local (Hospital) Lead:

* must provide value

Enter the E-mail of the Local (Hospital) Lead:

* must provide value

Please provide a work or institutional email address

Enter the ORCID of the Local (Hospital) Lead:

* must provide value

This must be in the XXXX-XXXX-XXXX-XXXX format

Enter your UoA UPI

Register for UPI here:

['UoA UPI Sign Up \(REQUIRED\)'](#)

Have the following approvals been granted at this centre?

* must provide value



Locality ethics approval (required to collect data)

* Please note no collaborator REDCap accounts will be issued until both are obtained