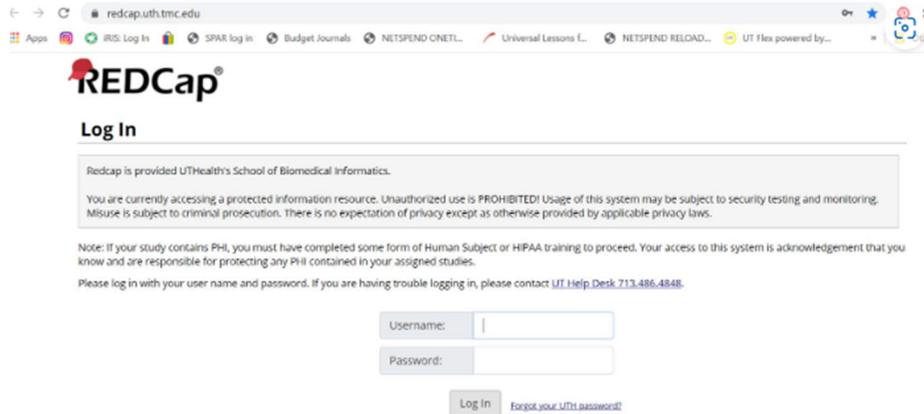


## How to Set Up A REDCap Account

### 1. Log into REDCap

- go to: <https://REDCap.uth.tmc.edu/>
- You will be prompted to enter your UTHealth User ID and password.
- Do this (even if you have never accessed REDCap before).



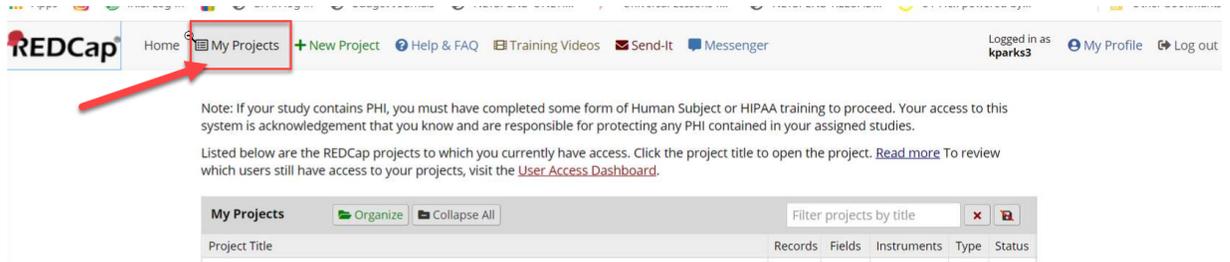
### 2. Email Verification

- Once you complete the signup process, you will receive automated email asking you to click on link to verify.
- Click on the link and sign in with UTHealth Username and Password

### 3. Verify Account Set up is Complete

- To confirm account set up is complete you should login to REDCap.
- You should see the **"My Projects"** page.
- Note- *You will not see the "SPA Card" project under your "My Projects" dashboard.* That is correct, the reason you are setting up REDCap access is to be able to access SPA Card Program forms (which are built in REDCap).
  - See screen shot below

**Office of Sponsored Projects  
SPA Card Program**



\*You have now set up a REDCap account and will be able to access SPA Card Project Funding pages and Reports.