



Inclusão de colaboradores no sistema REDCap (Somente para usuário com login externo ao HCPA)

- 1) Antes de seguir para os demais leia o item nº 5 do documento “[Orientações quanto ao uso do sistema REDCap](#)”. Caso já tenha encaminhado a planilha siga os próximos passos.
- 2) Acesse o sistema REDCap com seu *username* e *password*



Log In

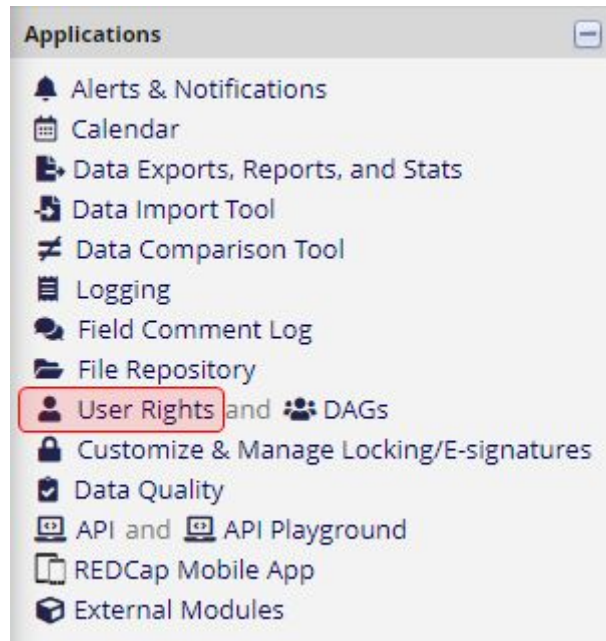
Please log in with your user name and password. If you are having trouble logging in, please contact [Rafael Leal Zimmer](#).

Username:	<input type="text"/>
Password:	<input type="password"/>

- 3) Clique no projeto de pesquisa em que deseja efetuar a inclusão de colaboradores

Project Title	Records	Fields	Instrument	Type	Status
My Projects Organize <input type="text" value="Filter projects by title"/>					
Unorganized Projects (41)					
17-05	64	484	14 forms	■	🔧
17-03	384	90	6 forms	■	✅
16-03	0	2	1 form	■	🔧
18-001	1,915	7,683	47 forms	☰	✅

4) No menu à esquerda APPLICATIONS clique em USER RIGHTS



5) Na tela USER RIGHTS serão apresentados os usuários que estão registrados no respectivo projeto.



This page may be used for granting users access to this project and for managing the user privileges of those users. You may also create roles to which you may assign users (optional). User roles are useful when you will have several users with the same privileges because they allow you to easily add many users to a role in a much faster manner than setting their user privileges individually. Roles are also a nice way to categorize users within a project. In the box below you may add/assign users or create new roles, and the table at the bottom allows you to make modifications to any existing user or role in the project, as well as view a glimpse of their user privileges.

Add new users: Give them custom user rights or assign them to a role.

— OR —

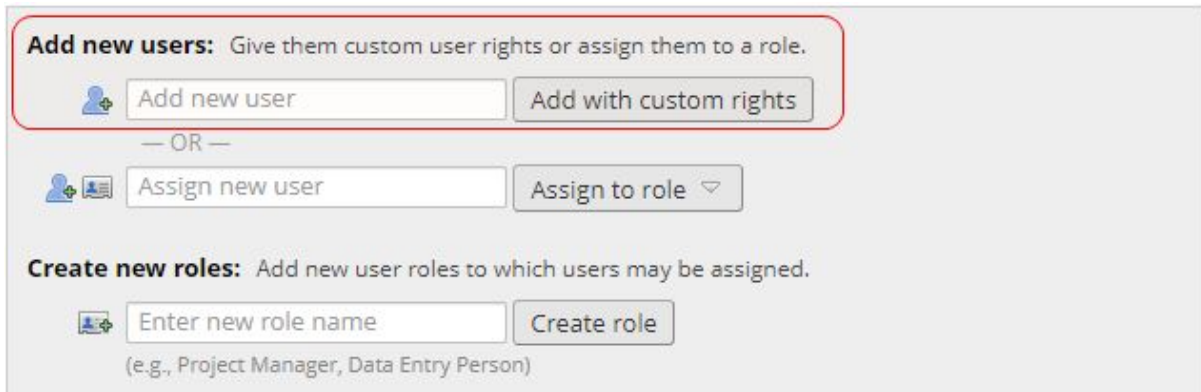
Create new roles: Add new user roles to which users may be assigned.

(e.g., Project Manager, Data Entry Person)

Role name (click role name to edit role)	Username or users assigned to a role (click username to edit or assign to role)	Expiration (click expiration to edit)	Project Design and Setup	User Rights	Data Access Groups	Data Export Tool
—	rzimmer (Rafael Zimmer) 	never	✓	✓	✓	Full Data Set

6) Para a inclusão de um novo usuário você terá duas opções:

- a) Atribuição de perfil de acesso manual, informe o login do colaborador no campo “*Add new user*”, clique em “*Add with custom rights*” e preencha os perfis a serem atribuídos.



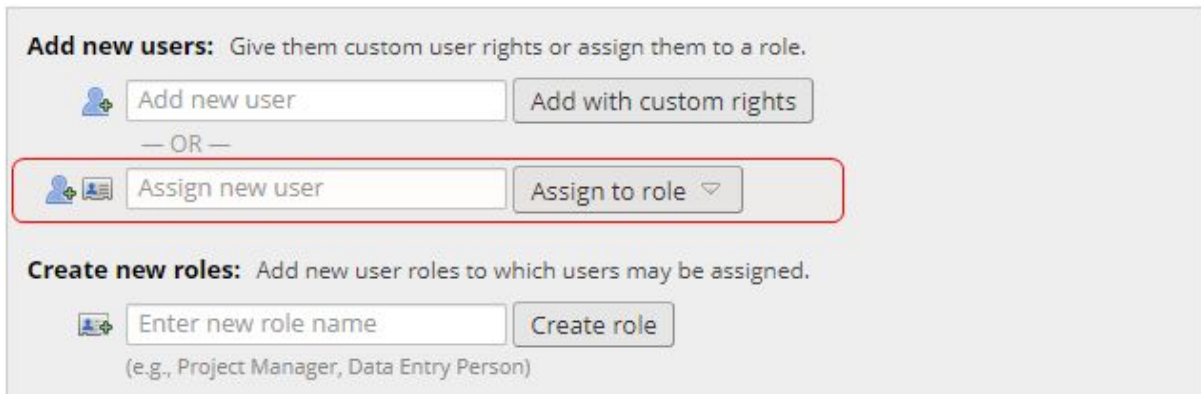
Add new users: Give them custom user rights or assign them to a role.

— OR —

Create new roles: Add new user roles to which users may be assigned.

(e.g., Project Manager, Data Entry Person)

- b) Atribuição de perfil de acesso já estabelecido (*role*), informe o login do colaborador no campo “*Assign new user*”, e clique em “*Assign to role*”.



Add new users: Give them custom user rights or assign them to a role.

— OR —

Create new roles: Add new user roles to which users may be assigned.

(e.g., Project Manager, Data Entry Person)

7) Caso este usuário não tenha acesso ao REDCap após a sua designação é necessário que o mesmo encaminhe e-mail para redcap@hcpa.edu.br contendo no assunto: “Cadastro de usuário”, e na mensagem o login de acesso do colaborador.

Material desenvolvido pelo Serviço de Gestão em Pesquisa

