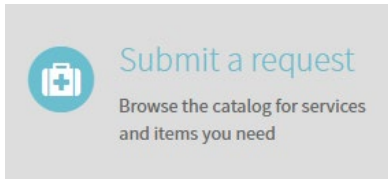
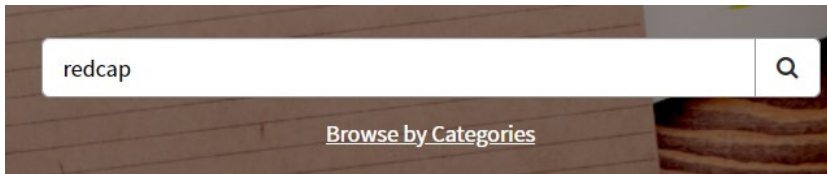


Redcap Access request

1. Log into [Service Now](#) with your okey email and your okey password.
(If you are not OSU employee or affiliate, your OSU sponsor must request the account)
2. Click on the Submit a request button



3. In the search bar, type in Redcap



4. Select the Access/Account request form
(if the user only needs temporary access, use the Access Account Request-Temporary user)

Access/Account Request Form	Account request form
Access/Account Request-Medical Student	Medical Student Request
Access/Account Request-Temporary user	Application Account Request for Temporary User

5. Fill out the form including who needs the access, dept, supervisor (who is requesting access)

Under Options select Redcap

6. Complete the same questions you had on your previous form:

Redcap Type of Account
OSU PI of research project ▼

Principal Investigator information (if different from requestor)
name, phone, email, institution

* IRB Status
--Select One-- ▼

* Redcap Account Urgency
--Select One-- ▼

* Research Title

* Intended Use of Redcap
I plan to create my research project in REDCap ▼

* Select your experience level with RedCap software and it's capabilities
None to Little experience ▼

7. Click the Request button



****if you only select Redcap the account request will come straight to HIT and we will get it created. If you select any other options, it will go to the Compliance office for approval.**