Setting up a person as a REDCap user
Before you can assign a person permission to see your project they must first be set up as a REDCap user. There are several steps to setting up a person as a REDCap user:

1) Fill in the following online request form: https://sscmclinicaldata.bris.ac.uk/REDCap/surveys/?s=kAVAs7TixF
2) After the form has been submitted REDCap will automatically email the person requesting they read and confirm the SSCM REDCap terms and conditions.
3) The REDCap team will process the new user request (typically within 48 hrs) and the person will be emailed their username and password.

Assigning users to your project
Click the Project Setup menu item

On the Project Setup page click the User Rights button in the User Rights and Permissions section

Your Project should have at least two roles set up ‘Data Entry’ and ‘Study Manager’. These determine the permissions that a user has.

Assigning users to Data Access Groups in your project
Data access groups (DAGs) are most useful for multi-site studies. Users in a DAG are only able to see the records created by other users within that DAG. Users who are not assigned to a particular DAG are able to see all records. See the on-line video for how to use Data Access Groups. https://REDCap.vanderbilt.edu/consortium/videoplayer.php?video=data_access_groups02.flv