

RACS REDCAP MFA CONFIGURATION AND USE

This document describes how to enrol and use Multi-Factor authentication (MFA) to access the RACS REDCap service. <https://redcap.surgeons.org/>. RACS will shortly commence deploying MFA to all REDCap accounts to further protect our REDCap system and information.

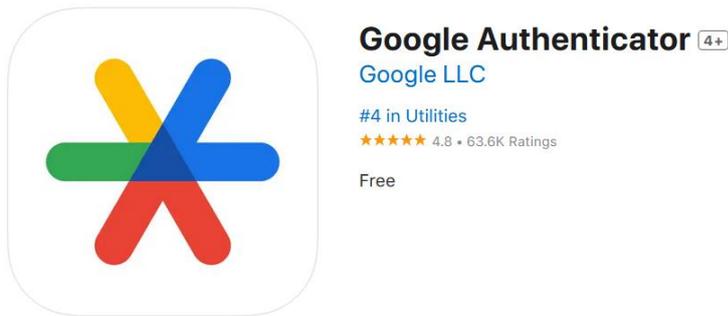
Enrolling for MFA is a quick and secure process that can be performed only after you successfully logon to our REDCap system. Once logged on, the instructions below explain how to activate MFA to secure your REDCap account. Once activated, MFA will be required each time you logon to REDCap.

Before commencing enrolment, please ensure that you have access to the email account that you use to login to RACS and have access to your mobile phone.

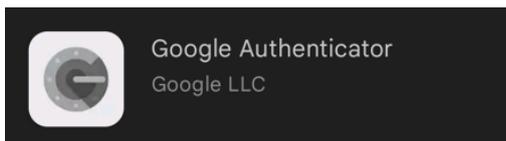
STEP 1. Google Authenticator.

On your mobile phone or tablet please ensure that you have the Google Authenticator app installed.

The Google Authenticator app is available on the Apple Apps Store



Or on the Android Play Store



STEP 2. Login to REDCap.

Login to REDCap using your normal username and password.

REDCap®

Log In

Welcome to REDCap for ANZELA-QI (Please visit the [ANZELA-QI Web Page](#) for further resources)

Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Administrator Megan Zille \(+61 8 8219 0916\)](#).

Username: matthew.ryder

Password:

Log In [Forgot your password?](#)

Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [REDCap Administrator Megan Zille \(+61 8 8219 0916\)](#).

ANZELA-QI is co-led by RACS and ANZCA with close collaboration from GSA, NZAGS, ASA, NZSA, ACEM and CICM

REDCap Features

Build online surveys and databases quickly and securely in your browser - Create and design your project using a secure login from any device. No extra software required. Access from anywhere, at any time.

Fast and flexible - Go from project creation to starting data collection in less than one day. Customizations and changes are possible any time, even after data collection has begun.

Advanced instrument design features - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.

Diverse and flexible survey distribution options - Use a list of email addresses or phone numbers for your survey respondents and automatically contact them with personalized messages, and track who has responded. Or create a simple link for an anonymous survey for mass email mailings, to post on a website, or print on a flyer.

Data quality - Use field validation, branching/skip logic, and Missing Data Codes to improve and protect data quality during data entry. Open data queries to automatically identify and resolve discrepancies and other issues real-time.

Custom reporting - Create custom searches for generating reports to view aggregate data. Identify trends with built-in basic statistics and charts.

Export data to common analysis packages - Export your data as a PDF or as CSV data for easy analysis in SAS, Stata, R, SPSS, or Microsoft Excel.

Data-based triggers and alerts - Send real-time alerts and notifications to your team or other stakeholders via email, text, or phone based on certain data being entered or specific questions having a particular answer.

Connect to other resources - Use built-in features (API) to move data to/from your project. Build your own custom software development features to

STEP 3. Complete the MFA registration process.

After Login, you will be prompted to complete the *initial* enrol. Select **Email** to receive your initial enrolment code. The initial code will be sent to the email address registered in our REDCap system.

Two-step verification for REDCap login

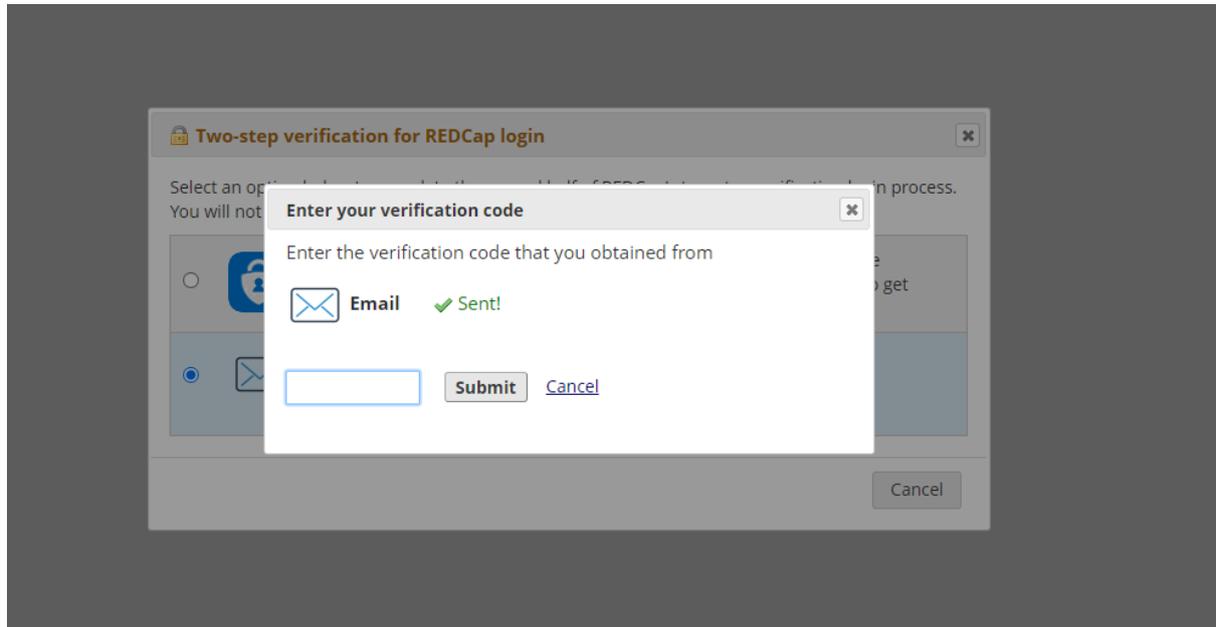
Select an option below to complete the second half of REDCap's two-step verification login process. You will not be able to access REDCap until you have completed this verification step.

Google Authenticator or Microsoft Authenticator: Open the Google Authenticator or Microsoft Authenticator app on your mobile device to get the verification code associated with your REDCap user account.

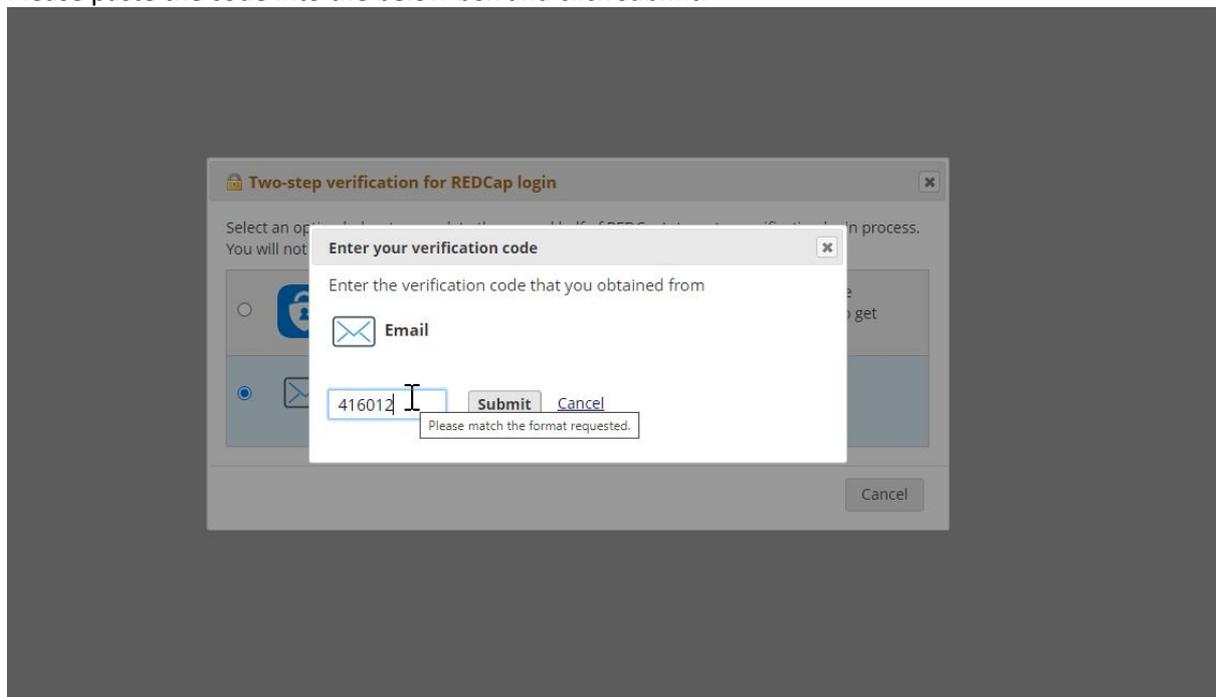
Email: Send an email containing your verification code to your email account.
Send to **Matthew.Ryder@surgeons.org**

Cancel

Selecting this option will send a confirmation code to the email address you used to login. Please check your email inbox to receive the code. The email subject will be "REDCap 2-step login". When you have selected the second option, you will receive the below prompt.



Please paste the code into the below box and click submit.



STEP 4. Enforce Microsoft Authenticator as the default MFA provider.

To setup google authenticator, you will need to modify your user profile setting by clicking on “Profile” in the top right corner of the screen.



In the edit your User Profile screen, click on Set up Google Authenticator or Microsoft Authenticator for two-step login.

Edit Your User Profile

If you wish, you may edit your User Profile information below. This information will not be given out to anyone but will be used to help us better keep track of who is using REDCap and also in case you need to be contacted regarding your access to REDCap.

A screenshot of a web form titled "Edit Your User Profile". The form is divided into three sections: "Basic Information", "Login-related options:", and "Additional Options".
1. "Basic Information" section: Contains five input fields. "First name:" has "matthew" entered. "Last name:" has "ryder" entered. "Primary email:" has "Matthew.Ryder@surgeons.org" entered. "Phone number:" and "Mobile phone number:" are empty. A "Save Basic Info" button is at the bottom right of this section. A tip below the phone number fields reads: "Tip: To enter a number with an extension, place a comma between the number and the extension."
2. "Login-related options:" section: Contains two buttons. The first is "Reset password". The second is "Set up Google Authenticator or Microsoft Authenticator for two-step login", which is highlighted with a blue border and a mouse cursor pointing to it.
3. "Additional Options" section: This section is currently empty.

Once the above user profile setting you will no longer receive verification codes via email.

STEP 5. Completed.

Thank you for helping us secure your REDCap account. At each login you will now be required to enter the MFA code generated by the Microsoft Authenticator app on your phone to login.