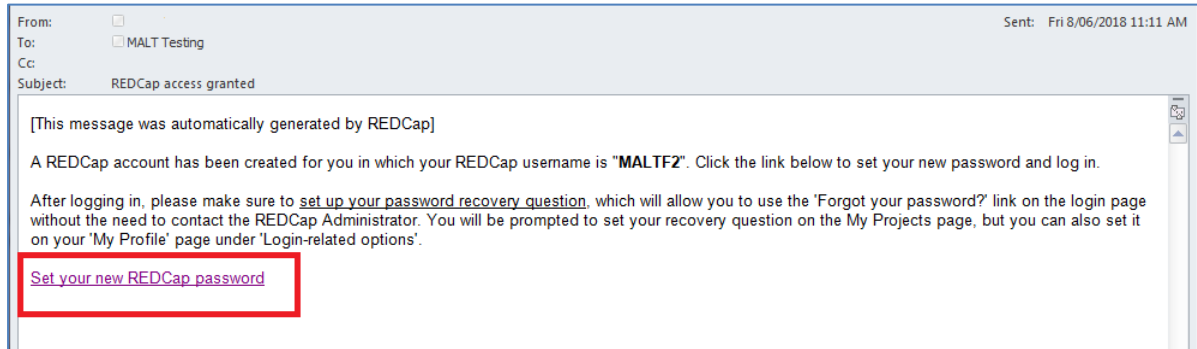


ANZELA-QI | Getting started in 5 steps

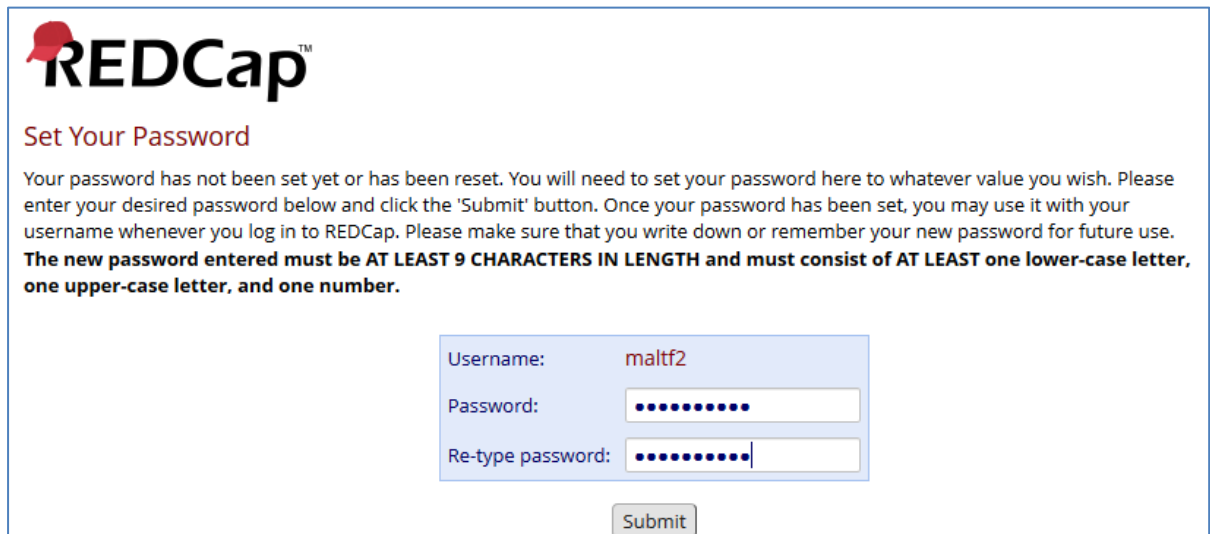
July 2026

Once the Principal Investigator at your hospital has asked ANZELA-QI to create an account for you...

1. You will receive an email titled “REDCap access granted” – click the link to setup your password

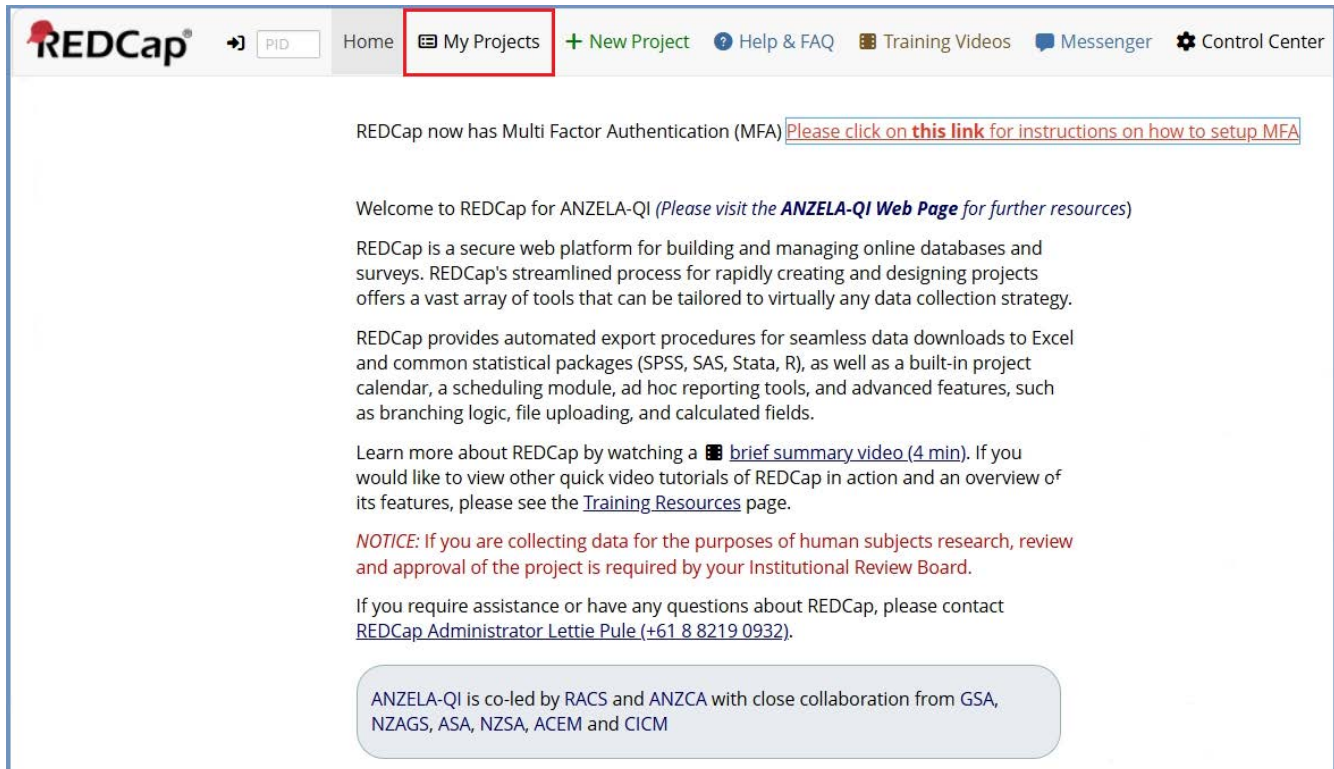


2. Create your own password – select *Submit*



The screenshot shows the REDCap logo at the top left. Below it is the heading 'Set Your Password'. The text reads: 'Your password has not been set yet or has been reset. You will need to set your password here to whatever value you wish. Please enter your desired password below and click the 'Submit' button. Once your password has been set, you may use it with your username whenever you log in to REDCap. Please make sure that you write down or remember your new password for future use. **The new password entered must be AT LEAST 9 CHARACTERS IN LENGTH and must consist of AT LEAST one lower-case letter, one upper-case letter, and one number.**' Below the text is a form with three fields: 'Username:' with the value 'maltf2', 'Password:' with a masked input field, and 'Re-type password:' with a masked input field. A 'Submit' button is located at the bottom right of the form.

3. Go to My Projects



REDCap now has Multi Factor Authentication (MFA) [Please click on this link for instructions on how to setup MFA](#)

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

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.

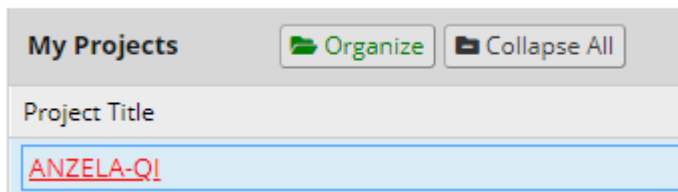
Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

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 Lettie Pule (+61 8 8219 0932).

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

4. Select ANZELA-QI



My Projects [Organize](#) [Collapse All](#)

Project Title

[ANZELA-QI](#)

5. You are now ready to start entering records into ANZELA-QI!

Select **Add/Edit Records** or **Record Status Dashboard** to do this



See **Creating Records in 6 Steps Guide** for quick and easy instructions on entering a case.