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

   ![Email screenshot showing the password reset link]

2. Create your own password – select Submit

   ![Password reset form]

   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.
3. Go to My Projects

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

Welcome to REDCap!

REDCap is a mature, secure web application for building and managing online surveys and databases. Using REDCap's streamlined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer and/or 2) the offline method by constructing a 'Data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

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. 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 your 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 8319 0915).

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

4. Select 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.