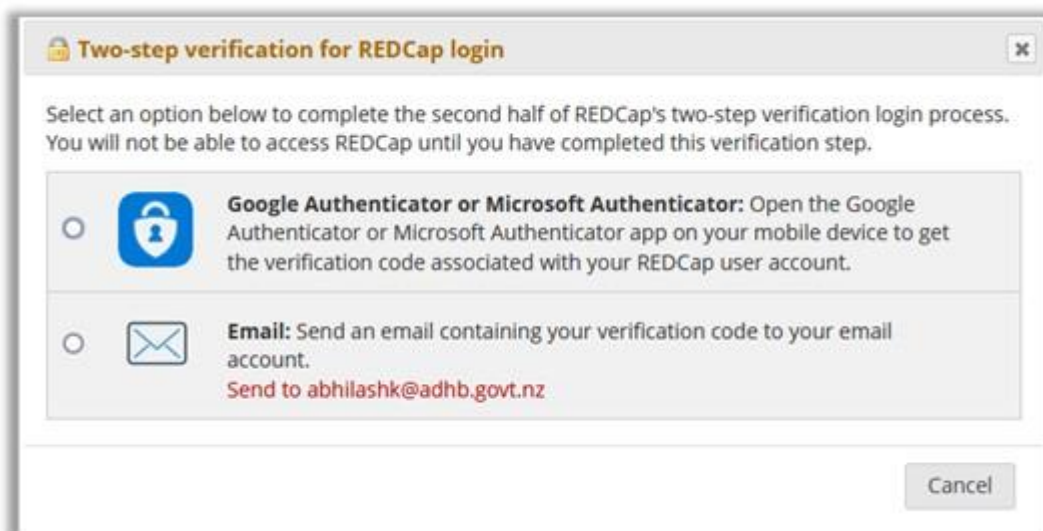


REDCAP REGISTRATION INSTRUCTIONS

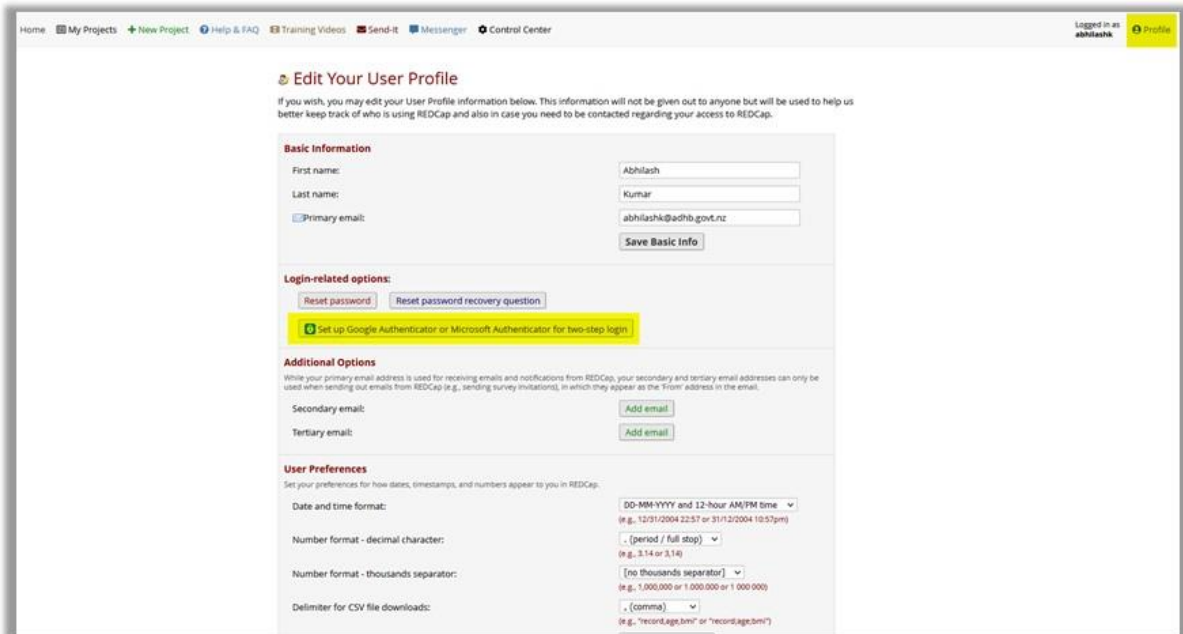
Please follow the instructions below to access Te Toka Tumai instance of REDCap.

1. Please use the following URL to login (you may also want to bookmark this link in your browsers): <https://redcap-adhb.hanz.health.nz>
2. You should be able to login using Te Toka Tumai network credentials.
3. The server requires 2-step authentication using Google/Microsoft Authenticator. The system allows passcode generation using Google/Microsoft Authenticator and even Email. When you login for the first time, please choose the 'Email' option to receive the passcode.



- Once you're in, please setup Google/Microsoft authenticator by clicking the 'Profile' option beside your username and then clicking 'Setup Google or Microsoft Authenticator for two-step login' for instructions:

REDCAP REGISTRATION INSTRUCTIONS



Home My Projects + New Project Help & FAQ Training Videos Send-it Messenger Control Center Logged in as abhishk Profile

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.

Basic Information

First name: Abhish
Last name: Kumar
 Primary email: abhishk@adhb.govt.nz

Login-related options:

Additional Options

While your primary email address is used for receiving emails and notifications from REDCap, your secondary and tertiary email addresses can only be used when sending out emails from REDCap (e.g., sending survey invitations), in which they appear as the From address in the email.

Secondary email:
Tertiary email:

User Preferences

Set your preferences for how dates, timestamps, and numbers appear to you in REDCap.

Date and time format: DD-MM-YYYY and 12-hour AM/PM time
(e.g., 12/31/2004 22:57 or 31/12/2004 10:57pm)

Number format - decimal character: . (period / full stop)
(e.g., 3.14 or 3,14)

Number format - thousands separator: [no thousands separator]
(e.g., 1,000,000 or 1.000.000 or 1 000 000)

Delimiter for CSV file downloads: , (comma)
(e.g., "recordAge,bmi" or "recordAge;bmi")

- It is recommended that you use either the Google/Microsoft authenticator options for two-step login.
4. REDCap information and link is also available on [Hippo](#) under A-Z section and [Computer Applications](#) page: <https://adhb.hanz.health.nz/Pages/REDCap.aspx>
 5. Any feedback or suggestions for further improvement would be highly appreciated.