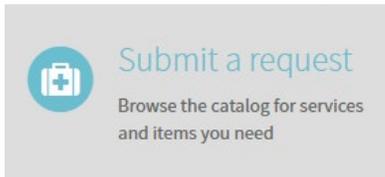# Redcap Access request

1. Log into [Service Now](#) with your okey email and your okey password.
   - If you are not OSU-CHS employee or affiliate, your OSU-CHS sponsor must request the account)
   - First time users who are not on the CHS campus/network will need to set up the Multi-factor authentication for the application. Configuration for first time users tip sheet attached.
   - Users can use Duo. Duo will not send the push notification but requires the code to be entered on the site.
2. Click on the Submit a request button

3. In the search bar, type in Redcap
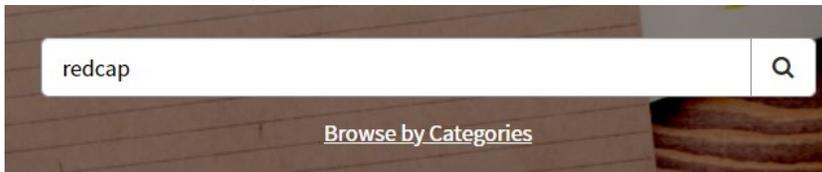
4. Select the Access/Account request form—
   - only OSUCHS Staff/employees/Students are available in the requested for field. If this request is for any non-CHS user, please use the temporary access.
   - if the user only needs temporary access, use the Access Account Request-Temporary user

Access/Account Request Form	Account request form
Access/Account Request-Medical Student	Medical Student Request
Access/Account Request-Temporary user	Application Account Request for Temporary User

5. Fill out the form including who needs the access, dept, supervisor (who is requesting access)
6. Under Options select Redcap
7. Complete the same questions you had on your previous form:

Redcap Type of Account

OSU PI of research project ▾

Principal Investigator infomation (if different from requestor)

name, phone, email, institution

* IRB Status

--Select One-- ▾

* Redcap Account Urgency

--Select One-- ▾

* Research Title

* Intended Use of Redcap

I plan to create my research project in REDCap ▾

* Select your experience level with RedCap software and it's capabilities

None to Little experience ▾

8. Click the Request button

Request

**if you only select Redcap the account request will come straight to HIT and we will get it created. If you select any other options, it will go to the Compliance office for approval.