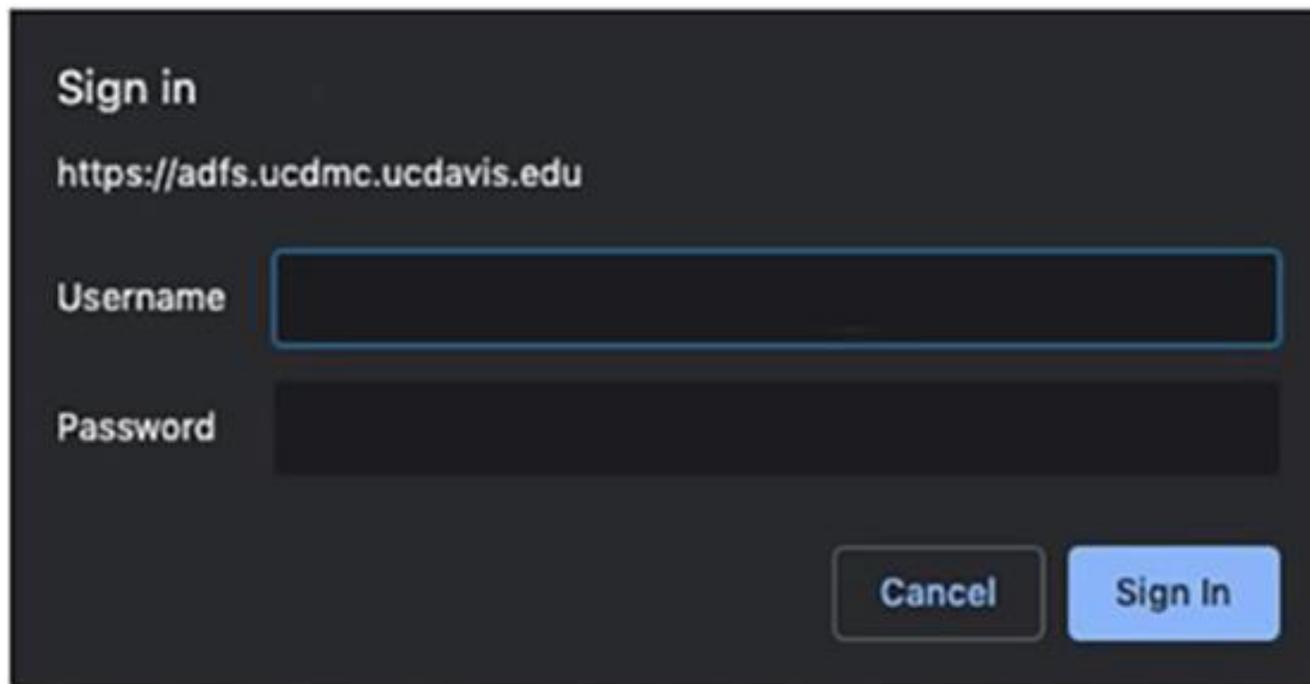


Steps to Create a Service Request for REDCap Database

NOTE: All database users will need a UC Davis campus [CAS/Kerberos](#) account through the [UC Davis Computing Account Services](#) website. Further, users outside of UC Davis Health will require an appropriate UC Davis Health Sponsor to submit the request on their behalf through the [UC Davis Health IT Service Catalog](#).

1. Open URL https://ucdh.service-now.com/itss?id=sc_home
2. Log in with your UC Davis Health [AD/Citrix](#) account and password



Sign in

<https://adfs.ucdmc.ucdavis.edu>

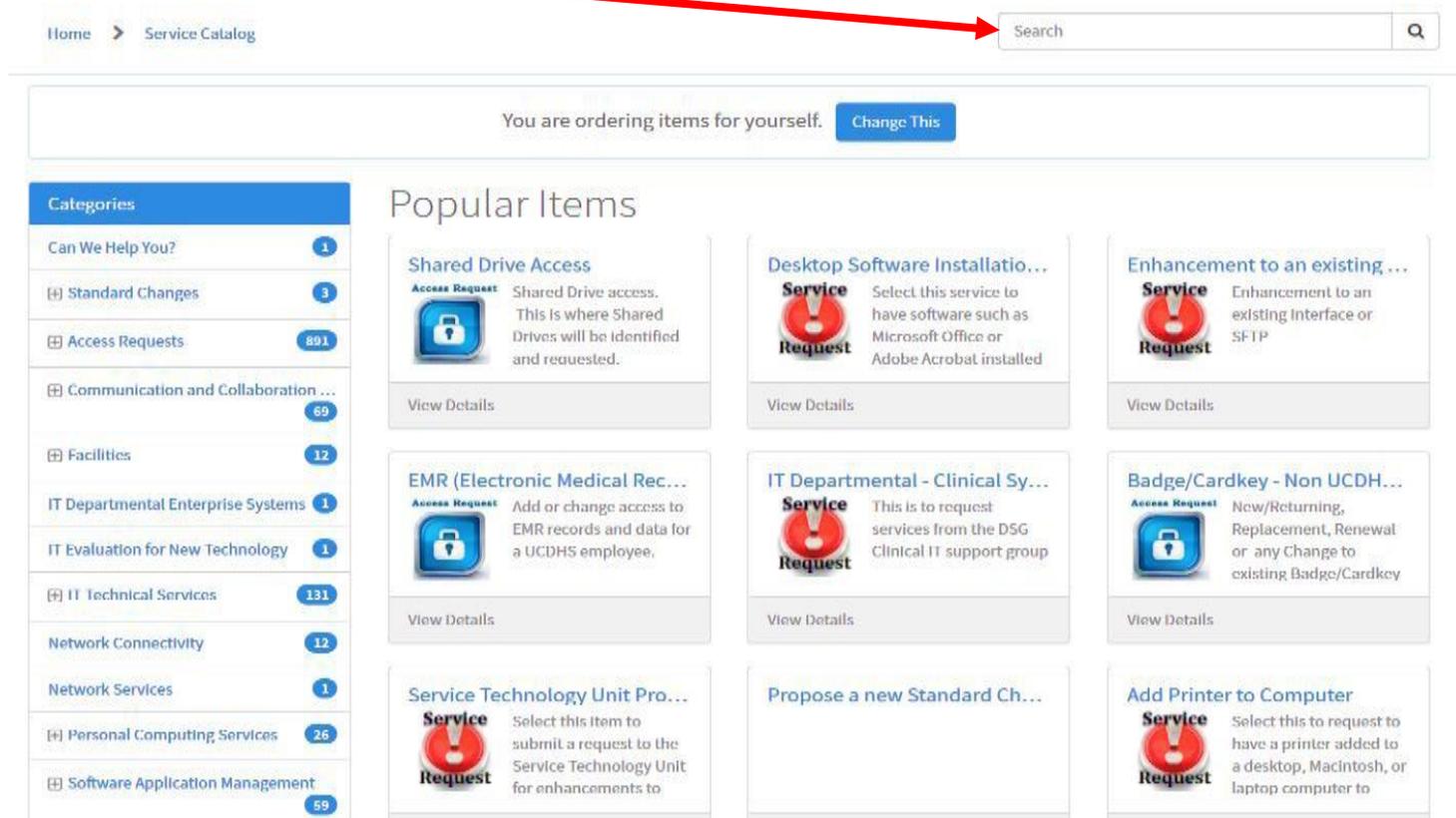
Username

Password

Cancel Sign In

SUBMITTING A REQUEST FOR A NEW REDCAP STUDY DATABASE

3. Type in **"REDCap"** in the search box and press **"Enter"**



The screenshot shows a web interface for a service catalog. At the top left, there are navigation links for "Home" and "Service Catalog". A search bar is located at the top right, containing the text "Search" and a magnifying glass icon. A red arrow points from the text "Type in 'REDCap' in the search box" to this search bar. Below the search bar, there is a status bar that says "You are ordering items for yourself." with a "Change This" button. The main content area is divided into a left sidebar and a main grid of "Popular Items".

Categories

- Can We Help You? 1
- Standard Changes 3
- Access Requests 891
- Communication and Collaboration ... 69
- Facilities 12
- IT Departmental Enterprise Systems 1
- IT Evaluation for New Technology 1
- IT Technical Services 131
- Network Connectivity 12
- Network Services 1
- Personal Computing Services 26
- Software Application Management 59

Popular Items

- Shared Drive Access** (Access Request): Shared Drive access. This is where Shared Drives will be identified and requested. View Details
- Desktop Software Installatio...** (Service Request): Select this service to have software such as Microsoft Office or Adobe Acrobat installed. View Details
- Enhancement to an existing ...** (Service Request): Enhancement to an existing interface or SFTP. View Details
- EMR (Electronic Medical Rec...** (Access Request): Add or change access to EMR records and data for a UCDS employee. View Details
- IT Departmental - Clinical Sy...** (Service Request): This is to request services from the DSG Clinical IT support group. View Details
- Badge/Cardkey - Non UC DH...** (Access Request): New/Returning, Replacement, Renewal or any Change to existing Badge/Cardkey. View Details
- Service Technology Unit Pro...** (Service Request): Select this Item to submit a request to the Service Technology Unit for enhancements to. View Details
- Propose a new Standard Ch...** (Service Request): View Details
- Add Printer to Computer** (Service Request): Select this to request to have a printer added to a desktop, Macintosh, or laptop computer to. View Details

redcap 

Search results for 'redcap'

 **REDCap Database**
REDCap Database for Data Collection and Management Request



 **REDCap (Research Electronic Data Capture)**
REDCap (Research Electronic Data Capture) is a secure web application for building and managing online databases for research.

4. Answer "Yes" to the question "Do you currently have REDCap access?" and "Yes" to the question "Do you need to request a new study database in REDCap?"

REDCap Database

REDCap Database for Data Collection and Management Request



Select this item to request a new Study Database in REDCap and/or REDCap Access.
This request replaces the CTSC Application for Resource Use.

* Do you currently have REDCap Access?

Yes

Please contact the Study Coordinator of the study to send the REDCap Support Team an updated Roles Matrix with your information (role/permissions)

* Do you need to request a new study database in REDCap?

Yes

Description of Data Collection and Management Request

Contact Information

* Requester First Name

* Requester Last Name

Add to Cart

Required information

Requester First Name

Requester Last Name

Requester Affiliation

5. Be prepared to provide the following information:

Required information

Requester First Name

Requester Last Name

Requester Email Address

Requester Phone Number

Home Department

PI First Name

PI Last Name

PI Title

PI Home Department

Study Title

Type of Study?

UC Davis IRB Status?

IRB Protocol Number

6. Click **"Add to Cart"** after providing all necessary information and all required attachments.

Home > Service Catalog > Access Requests > Academic > Graduate School of Medicine >

Search

REDCap Database

REDCap Database for Data Collection and Management Request

- FDA-Food & Drug Administration
- DOD-Department of Defense
- VA-Veterans Affairs
- DOE-Department of Energy
- Department of Education
- NSF-National Science Foundation
- FEMA-Federal Emergency Management Agency
- Other Federal
- N/A

Please attach approved IRB Protocol, IRB Approval and any additional attachments.



REDCap Grant IRB Boilerplate Text.docx (13.1 KB)
1m ago



Add attachments

 Add to Cart

7. Click on **View Cart**.

Home > Service Catalog > Access Requests > Academic > Graduate School of Medicine >

REDCap Database

Your item has been added to your Cart. To make changes to the items in your cart, click [View Cart](#)

 Add to Cart

REDCap Database

REDCap Database for Data Collection and Management Request



Select this item to request a new Study Database in REDCap and/or REDCap Access.
This request replaces the CTSC Application for Resource Use.

* Do you currently have REDCap Access?

8. Assign an approver. Provide the necessary details. Click "Checkout" when done.

****Note**** The approver of the request will be your department supervisor or manager.

You are ordering items for yourself. [Change This](#)

Your Cart

Product	Quantity
 REDCap (Research Electronic Data Capture) REDCap (Research Electronic Data Capture) is a secure web application for building and managing online databases for research.	 

* Please select an Approver

* Brief Cart Title (ex. Access for John Doe)

* Detailed Description of Cart Request

[Continue Shopping](#) [Save as Bundle](#) [Clear Cart](#) [Checkout](#)

My Saved Bundles

You have no saved bundles

9. Once your request is approved, you will receive a notification with instructions on the next steps and you will be contacted by the REDCap Support Team.