

REQUESTING EXTERNAL REDCap ACCESS

1. Obtain a Friends of Penn State Account

- a. Click on the link below and select “Create an FPS Account”

<https://fps.psu.edu/>

- b. Complete the online form

2. REDCap™ Vanderbilt Tutorials

- a. Complete the following REDCap™ Vanderbilt Tutorials at

www.project-redcap.org

- Detailed Overview of REDCap™ – 78 minutes
- Overview of Basic Data Entry – 16 minutes

- b. Record the date the tutorials were completed

3. Obtain Penn State Hershey IT Account

- a. [Complete Penn State Hershey Information Technology Account Request Form](#)

- Section 1 – check “New User”
- Section 2 – check “REDCap”
- Section 3
 - Date of Birth
 - Check “Vendor/Contractor/Other”
 - Name
 - Home Address
 - Job Title
 - Office Phone Number
 - Email address
 - External Organization

CDR IMPLEMENTATION TRIAL

- Mother's Name
 - Employee's City of Birth
 - Section 4 – Do not complete
 - Section 5
 - Sign and date as "Applicant"
 - **PSH Sponsor section will be completed by Kent Hymel**
 - Section K
 - Record PSU Access ID (FSP User ID) assigned by Penn State
 - Check "Vanderbilt Tutorials" and record tutorials completed
 - Record "Date Completed"
 - **Will be signed by Kent Hymel**
- b. Send form to Kent Hymel to obtain the PSH Sponsor signature. There are two options to send this form:
- Send secure email (if available at your institution) to Kent Hymel [kphymel@gmail.com]
 - Mail a hard copy of the form via mail service with tracking capabilities to:
 - Kent P. Hymel, MD
 - Penn State Milton S. Hershey medical Center
 - Division of Child Abuse Pediatrics
 - Mail Code H085
 - 500 University Drive
 - P.O. Box 850
 - Hershey, PA 17033-0850
- c. Information Owner Authorization is signed at Penn State Hershey.
- d. A response will be sent via e-mail from redcap@hmc.psu.edu containing your password when REDCap™ authorization has been completed.