

REDCap Two-Factor Authentication Setup Instructions

Follow the steps below to set up and use two-factor authentication for accessing REDCap.

There are two options for authenticating your account each time you log into REDCap. You can receive a code through email or you can utilize the Google Authenticator application installed on a smart phone.

You will need to select one of the authentication options on the REDCap login screen each time you log into REDCap, starting **8/17/2020**. After entering your login credentials (username and password), you will see the following on your screen:

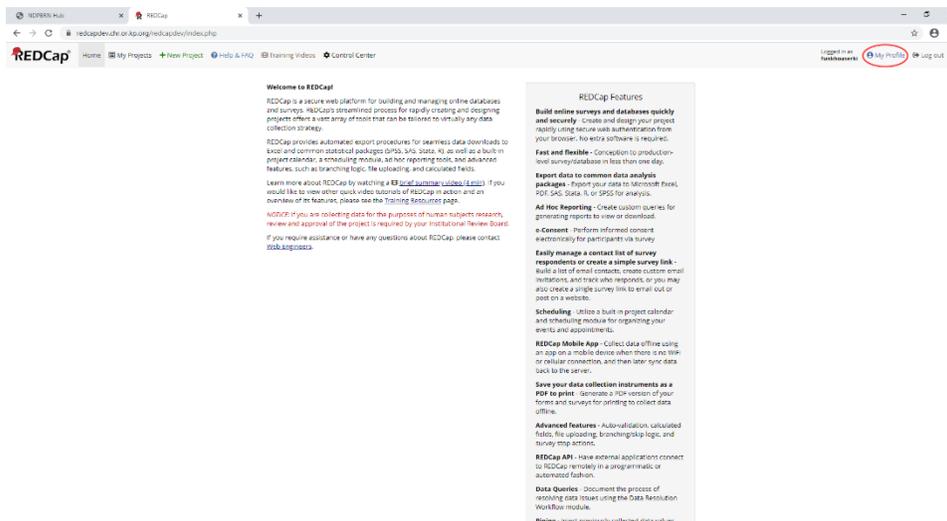


Google Authenticator (preferred method)

You should complete these steps prior to the go live date of **8/17/2020**. Once installed, this app will work even if your phone does not have internet service.

Note: if you do not set the app up in advance, you will need to utilize the email authentication method to access your account. Once you have logged in, you can follow the steps below to set up Google Authenticator.

1. Log into REDCap
2. Click on the **My Profile** link in the upper right corner of the screen



3. On your profile screen, click the **Set up Google Authenticator for two-step login** button

The screenshot shows the 'Edit Your User Profile' page in REDCap. The 'Login-related options' section contains a button labeled 'Set up Google Authenticator for two-step login', which is circled in red. Other sections include 'Basic Information' with fields for first name, last name, and primary email; 'Additional Options' with fields for secondary and tertiary email; and 'User Preferences' with dropdown menus for date and time format, number format (decimal character), and number format (thousands separator).

4. Download the Google Authenticator app to your mobile device from the Google Play Store or Apple App Store.
5. Open the app and scan the QR code to add your REDCap account.

2) Open the app, and scan this QR code



[Having trouble scanning the QR code? Try the manual method.](#)

6. Use the app to generate a verification code.
7. Enter the code in the Google Authenticator window, and then click Submit to log into REDCap.

The next time you log into REDCap, select:



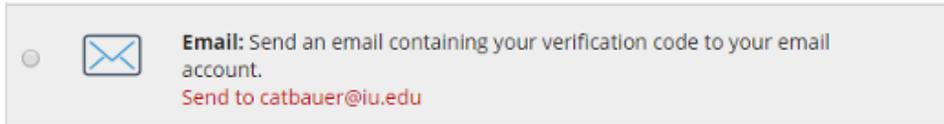
Follow the instructions on screen to generate a verification code and enter it to login.

Email

If you choose to authenticate your account through email, there is no advance setup required. You will follow the steps below to log into REDCap each time.

Note: even if you have already set up Google Authenticator on your phone, you can still use email authentication at any time.

1. Log into REDCap and select:



2. You will receive a verification code via email to your REDCap account. The message (titled "REDCap 2-step login") will come to the primary email address listed in your REDCap account. **Note: this code will expire in 2-minutes. You must enter it into REDCap before it expires. Each code can only be used one time.**
3. Enter the code contained in the email into the ***Enter your verification code*** window, and then click Submit to log into REDCap. You can also copy the code from your email and paste it into the window.