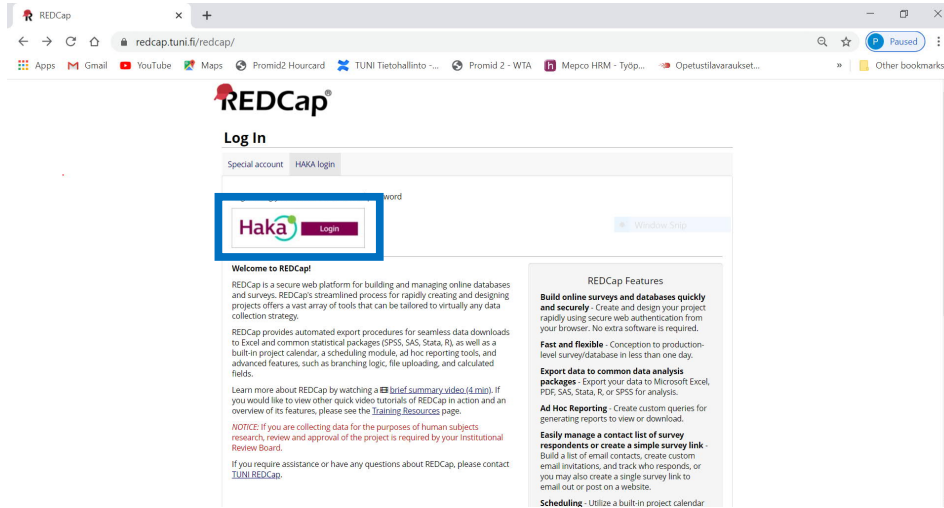



## Instructions to log in to the new REDCap-system (redcap.tuni.fi)

1. Log in to the new REDCap-system of Tampere university here: <https://redcap.tuni.fi> using your default browser.
2. Click "HAKA Login" button.



3. Log in with your TUNI-account and password.  
NOTE, if you have already log in to any other system that is using HAKA login, you may not have this phase.

 Tampere University  
Tampere University of Applied Sciences

**Username**

**Password**

**Login**

4. When logging the first time in to REDCap-system you will need to fill in your name and email address. Click "Submit" button after you have filled in your details.
  - Please use your TUNI email address ([xxx@tuni.fi](mailto:xxx@tuni.fi)).
  - NOTE, visitors, meaning other than staff or student, should use some other regularly used email address (personal or work address).

### Basic User Information Form

[Log out](#)

Before accessing REDCap, we first need to obtain some basic information about you. Please enter ALL the fields below and then hit the Submit button. Once this information is saved, you can change it any time by navigating to the My Profile page, which you will find the link to at the top right of every page.

Username: @tuni.fi

First name:

Last name:

Email:

Re-enter email:

NOTE: The email address entered above will first need to be verified before access to REDCap is granted. After clicking the Submit button, an email will be sent to that email account, after which you will need to click the link inside the email to verify your email account before accessing REDCap.

- Please check the verification email sent to the email address that you provided on the REDCap Basic User Information Form (on the previous step) to confirm your email address.

[Log out](#)

✓ Account created / Verification email sent

Your REDCap account has now been created. But to complete the account setup process, you will need to confirm your email address by checking your email account. For the account verification email sent by REDCap, and follow its instructions. You will not be able to fully access your REDCap account until the setup process has been completed. Thank you!

- Open the REDCap verification email and click the confirmation link.

[REDCap] Verify your email address Postilaatikko

**it-helpdesk** 9.40  
Vott.: minä

[This message was automatically generated by REDCap]

To complete the process of setting up a new primary email for your REDCap account with username "\_\_\_\_\_@tuni.fi", you will need to confirm your email address by clicking the link below. You will not be able to fully access your REDCap account until this verification process has been completed. Thank you!

[Click here to confirm your email address](#)

If the link above does not work, try copying the link below into your web browser:  
[https://redcap.tuni.fi/redcap/index.php?user\\_verify=firxe5MGK9eN5vxCbHm](https://redcap.tuni.fi/redcap/index.php?user_verify=firxe5MGK9eN5vxCbHm)

This link is unique to you and should not be forwarded to others.

- Confirmation of your email address is now ready and you can log in to the REDCap-system by click "Access REDCap" button.

[Log out](#)

✓ Email account verified!

Your email account for REDCap has now been verified. You may now access REDCap by clicking the link below.

- And you will be directed to the REDCap main page.



**Welcome to REDCap!**

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

**NOTICE:** If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board. If you require assistance or have any questions about REDCap, please contact [TUNU REDCap](#).

**REDCap Features**

**Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.

**Fast and flexible** - Conception to production-level survey/database in less than one day.

**Export data to common data analysis packages** - Export your data to Microsoft Excel, SPSS, SAS, Stata, R, or SPSS for analysis.

**Ad Hoc Reporting** - Create custom queries for generating reports to view or download.

**e-Consent** - Perform informed consent electronically for participants via survey

**Easily manage a contact list of survey respondents or create a simple survey link** - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.

**Scheduling** - Utilize a built-in project calendar and scheduling module for organizing your events and appointments.

**REDCap Mobile App** - Collect data offline using an app on a mobile device when there is no WiFi or cellular connection, and then later sync data back to the server.