


Create a new survey and distribute it to your study participants. Sign into REDCap using your REDCap username and password. <https://redcap.ucsfopenresearch.org/>

At the very top of your REDCap home screen, click on the  **Create New Project** tab.

For practice, fill out your **Create a new REDCap Project** screen like this:

Create a new REDCap Project

You may begin the creation of a new REDCap project on your own by completing the form below and clicking the Create Project button at the bottom.

Project title:
Title to be displayed on project webpage

Purpose of this project:
(How will it be used?)

Start project from scratch or begin with a template?

Create an empty project (blank slate)

Use a template (choose one below)

★ Choose a project template (comes pre-filled with fields, forms/surveys, and other settings)

select template	Template title (sorted by title)	Template description
<input checked="" type="radio"/>	Basic Demography	Contains a single data collection instrument to capture basic demographic information.

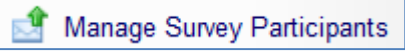
We will be taken to the  **Project Setup** tab.

Click the Enable button to use surveys in this project >


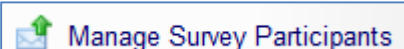
Main project settings

Use longitudinal data collection with repeating forms? [?](#)

Use surveys in this project? [?](#) [VIDEO: How to create a survey](#)

Click  **Manage Survey Participants** and click the Enable button next to the collection instruments you want to use as surveys

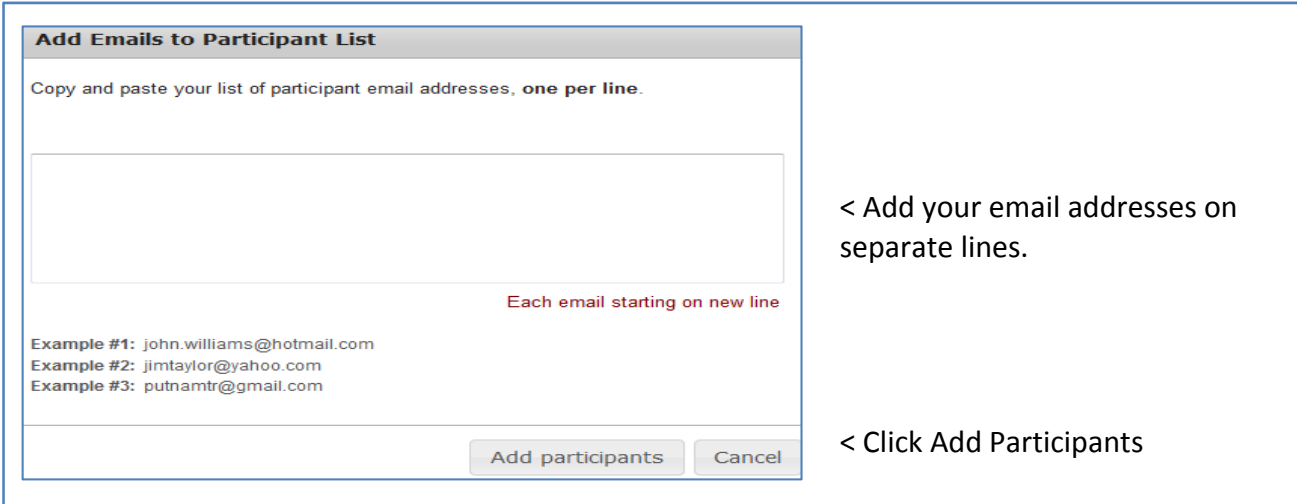
Data Collection Instruments				Add new instrument:
Instrument name	Fields	View PDF	Enabled as survey	
Basic Demography Form	15		<input type="button" value="Enable"/>	

- We haven't used the **Modify Survey Settings** section, where we can alter basic information about our survey and alter the email that a participant will receive about our survey
- We will automatically be taken to the Modify Survey Settings tab
- For practice, keep the default settings and click the  **Save Changes** button
- Click  **Manage Survey Participants** again, to open the Manage Survey Participants screen

For practice, use the **Participant List** tab

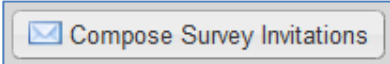
Public Survey Link
 Participant List
 Survey Invitation Log

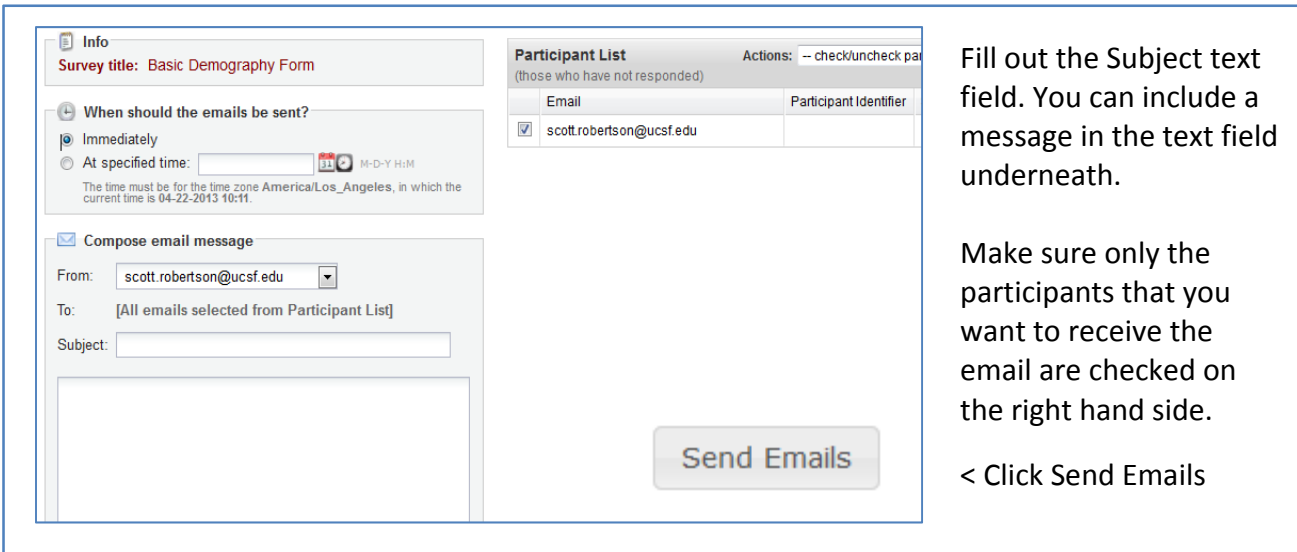
Click the  button. The Add Emails to Participant List window will open.



< Add your email addresses on separate lines.

< Click Add Participants

The Participants' email addresses and optional identifiers will be added to the Participant List. Now let's click the  button. The Email a Survey Invitation to Participants window will open.



Fill out the Subject text field. You can include a message in the text field underneath.

Make sure only the participants that you want to receive the email are checked on the right hand side.

< Click Send Emails

You will get this message,  **Your emails have been successfully sent!**

Have Support Information Available

REDCap Help its-arssupport@ucsf.edu

The 18 PHI Identifiers <http://www.research.ucsf.edu/chr/HIPAA/chrHIPAAphi.asp>

For new REDCap accounts: https://ucsf.service-now.com/ess/order_accounts.do

ITS Help Desk: 415-514-4100