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

At the very top of your REDCap home screen, click on the Create Project tab.
For practice, fill out your Create a new REDCap Project screen like this:

![Create a new REDCap Project](image)

We will be taken to the Project Setup tab.

Click the Enable button to use surveys in this project >

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

- 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
Click the **Add participants** 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 **Compose Survey Invitations** 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 massage, **Your emails have been successfully sent!**

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Have Support Information Available
REDCap Help [its-arssupport@ucsf.edu](mailto:its-arssupport@ucsf.edu)
The 18 PHI Identifiers [http://www.research.ucsf.edu/chr/HIPAA/chrHIPAAphi.asp](http://www.research.ucsf.edu/chr/HIPAA/chrHIPAAphi.asp)
For new REDCap accounts: [https://ucsf.service-now.com/ess/order_accounts.do](https://ucsf.service-now.com/ess/order_accounts.do)
ITS Help Desk: 415-514-4100