



Steps to Create a Service Request for REDCap Database

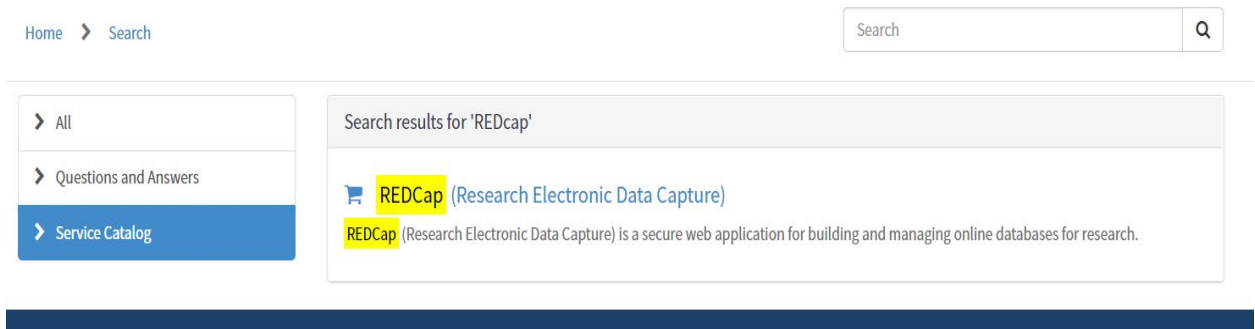
*****Note:** Non-UCDHS Users will need to obtain a Kerberos login and must have a UC Davis Health System sponsor submit the Service Request on their behalf. If they do not have a Kerberos login, it can be obtained from the [UC Davis Computing Account Services](#) website.

1. Open URL https://ucdh.service-now.com/itss?id=sc_home
2. Log in with your UCDH AD Account and password:

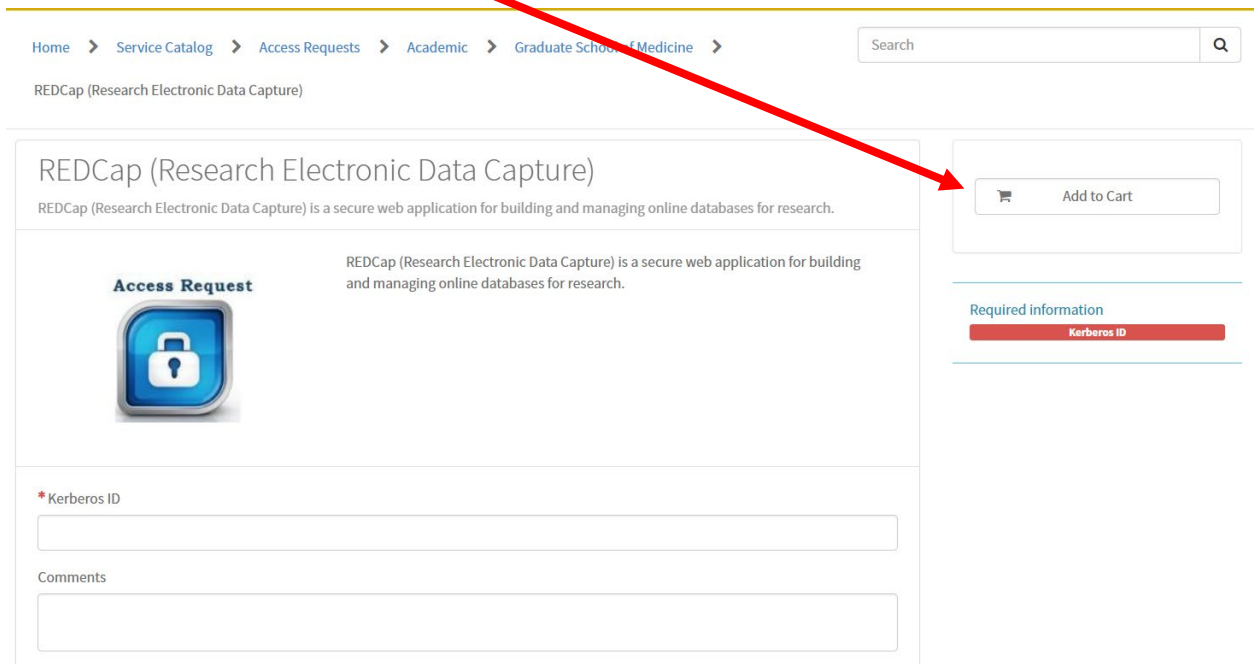
A dark-themed sign-in form with the following elements:

- Title: "Sign in"
- URL: "https://adfs.ucdmc.ucdavis.edu"
- Username field: A text input box with a blue border.
- Password field: A text input box with a dark background and a blue border.
- Buttons: "Cancel" (white text on a dark button) and "Sign In" (white text on a blue button).

1. Type in “**REDCap**” in the search box and press **Enter**.



2. Provide your Kerberos ID and the REDCap project CTSC number or title in the comments box. Click “**Add to Cart**”.



3. Click on “View Cart”.

Home > Service Catalog > Access Requests > Academic > Graduate School of Medicine >

Search


REDCap (Research Electronic Data Capture)

Your item has been added to your Cart. To make changes to the items in your cart, click [View Cart](#)

REDCap (Research Electronic Data Capture)

REDCap (Research Electronic Data Capture) is a secure web application for building and managing online databases for research.

Access Request



REDCap (Research Electronic Data Capture) is a secure web application for building and managing online databases for research.

* Kerberos ID

Comments




4. Assign an approver. Provide the necessary details. Click “Checkout” when done.

****Note**** The approver of the request will be your department supervisor or manager.

(Please note that the approvers' names are pre-populated.)

You are ordering items for yourself. [Change This](#)

Your Cart

Product	Quantity
 Access Request REDCap (Research Electronic Data Capture) REDCap (Research Electronic Data Capture) is a secure web application for building and managing online databases for research.	-  

* Please select an Approver

* Brief Cart Title (ex. Access for John Doe)

* Detailed Description of Cart Request

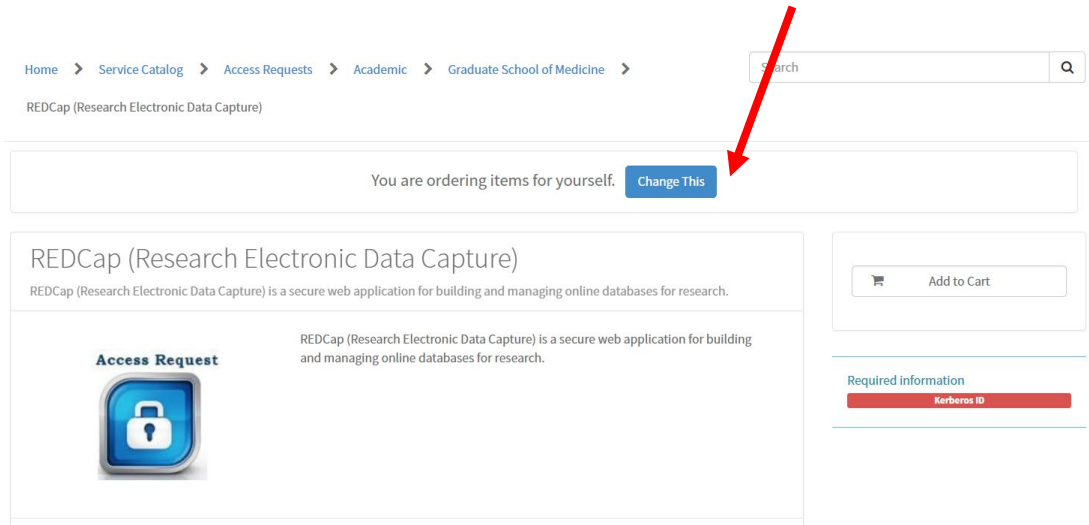
[Continue Shopping](#) [Save as Bundle](#) [Clear Cart](#) [Checkout](#)

My Saved Bundles

You have no saved bundles

SUBMITTING ON BEHALF OF OTHER EMPLOYEES (single request or bundle):

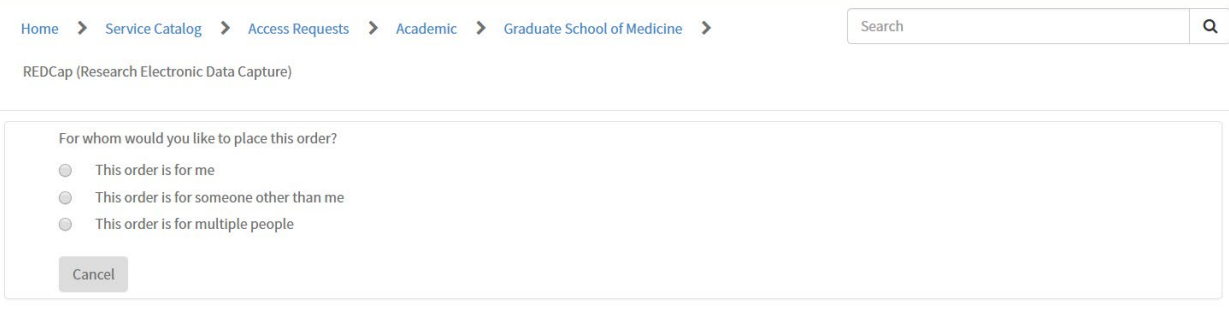
5. If submitting on behalf of other employees, please click on “**Change This**”.



The screenshot shows a breadcrumb trail: Home > Service Catalog > Access Requests > Academic > Graduate School of Medicine >. Below this is a search bar and the text "REDCap (Research Electronic Data Capture)". A banner at the top of the product card reads "You are ordering items for yourself." with a blue "Change This" button. A red arrow points to this button. The product card contains the title "REDCap (Research Electronic Data Capture)", a description, an "Access Request" icon, and an "Add to Cart" button. A "Required information" section lists "Kerberos ID".

6. Choose the appropriate selection.

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The screenshot shows the same breadcrumb trail and search bar. Below is a form titled "For whom would you like to place this order?" with three radio button options: "This order is for me", "This order is for someone other than me", and "This order is for multiple people". A "Cancel" button is located at the bottom left of the form.

7. Provide necessary details then “**Checkout**”.