Steps to Create a Service Request for REDCap Access

**Note:** Non-UCDHS Users will need to submit a different request. Please see instructions for submitting a request for “New Non-UCDHS Employee (External).”

2. Log in with your UC Davis Account ID and Password
3. Type in “redcap” in the Search box and press Enter.

4. Click on “Access Request”
5. Click “Request”

6. Click “Next” after verifying the information of the user that the request is being submitted for.
7. Enter “Kerberos ID” and any “Comments” and click “Next”

8. Click “Request Now”, complete all the required information and click “Submit”.
9. Assign an approver. **Note** The approver of the request will be your department supervisor or manager (Please note that the approvers names are pre-populated.)

10. Submit request.