

Tufts Clinical and Translational Science Institute

Using Two-Factor Authentication in REDCap

Tufts CTSI Informatics Group

2019

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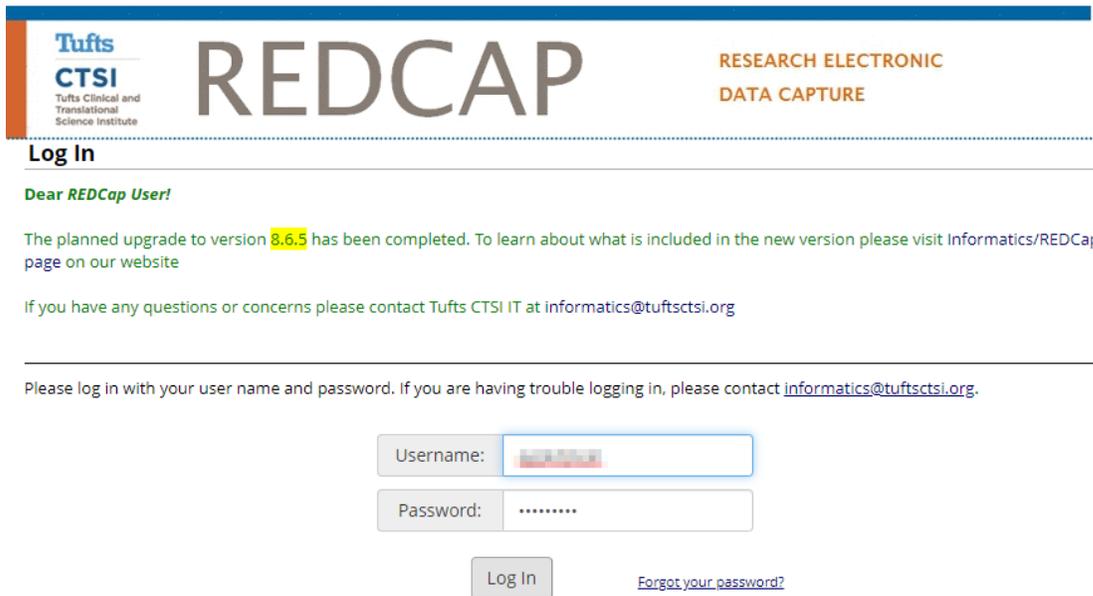
What is Two-Factor Authentication?

Beginning this summer, Tufts CTSI will be updating its REDCap instance to use **Two-Factor Authentication**.

This will help us to **increase security** and **protect your research data**.

How Does it Work?

Once activated, to log onto REDCap you will need a **verification code**, which can be provided via **e-mail** or **Google Authenticator**



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REDCAP

RESEARCH ELECTRONIC
DATA CAPTURE

Log In

Dear REDCap User!

The planned upgrade to version **8.6.5** has been completed. To learn about what is included in the new version please visit [Informatics/REDCap page](#) on our website

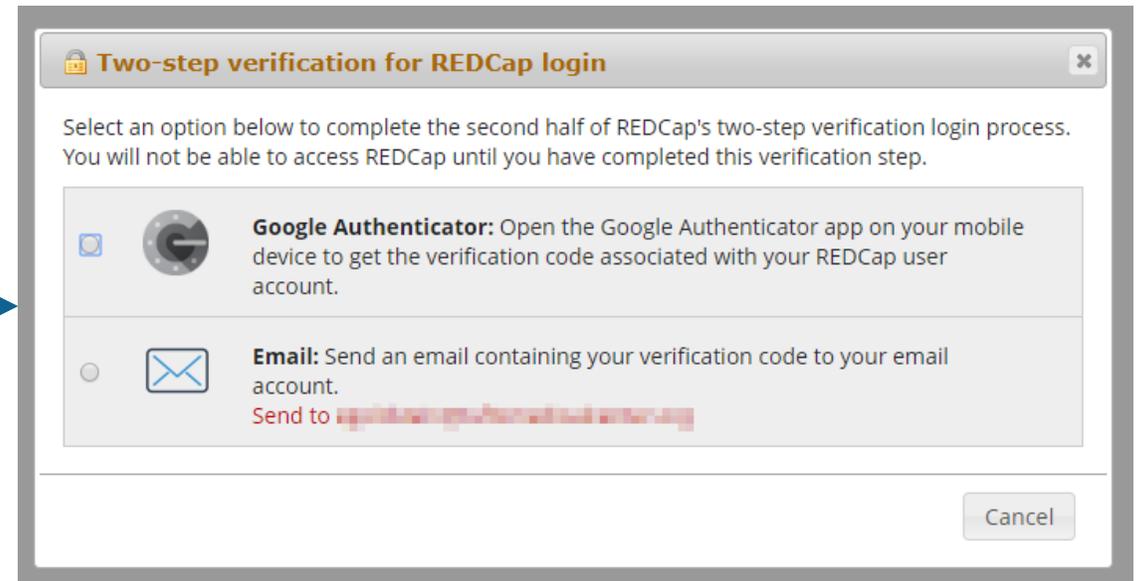
If you have any questions or concerns please contact Tufts CTSI IT at informatics@tuftsctsi.org

Please log in with your user name and password. If you are having trouble logging in, please contact informatics@tuftsctsi.org.

Username:

Password:

[Forgot your password?](#)



Two-step verification for REDCap login

Select an option below to complete the second half of REDCap's two-step verification login process. You will not be able to access REDCap until you have completed this verification step.

 **Google Authenticator:** Open the Google Authenticator app on your mobile device to get the verification code associated with your REDCap user account.

 **Email:** Send an email containing your verification code to your email account.
Send to informatics@tuftsctsi.org

Verification via E-mail

If you choose the “E-mail” option, you will be asked for a code that was sent to your primary e-mail address

The image illustrates the verification process in two parts:

- Top Form:** A grey header reads "Enter your verification code" with a close button. Below it, the instruction "Enter the verification code that you obtained from" is followed by an "Email" option (indicated by an envelope icon). A text input field is empty, and "Submit" and "Cancel" buttons are visible.
- Bottom Form:** A similar grey header reads "Enter your verification code". The instruction "Enter the verification code that you obtained from" is followed by an "Email" option. The text input field contains the code "528290". "Submit" and "Cancel" buttons are visible.
- Email Screenshot:** An email from "informatics@tuftsctsi.org" with the subject "REDCap 2-step login" is shown. The body text reads: "Your REDCap verification code is 528290 (This code will expire in 2 minutes.)". The email is dated "Tue 6/25/2019 4:11 PM".

Blue arrows indicate the flow of information: one arrow points from the "Email" option in the top form to the email screenshot, and another arrow points from the email screenshot to the "Email" option in the bottom form.

Verification via Google Authenticator

To use **Google Authenticator**, you will need to set it up for your account under **“User Profile”**



To access, select **“My Profile”** in the upper-right corner of the screen after logging in

Edit Your User Profile

If you wish, you may edit your User Profile information below. This information will not be given out to anyone but will be used to help us better keep track of who is using REDCap and also in case you need to be contacted regarding your access to REDCap.

Basic Information

First name:

Last name:

Primary email:

[Save Basic Info](#)

Login-related options:

[Reset password](#) [Reset password recovery question](#)

[Set up Google Authenticator for two-step login](#)

Additional Options

While your primary email address is used for receiving emails and notifications from REDCap, your secondary and tertiary email addresses can only be used when sending out emails from REDCap (e.g., sending survey invitations), in which they appear as the 'From' address in the email.

Secondary email: [Add email](#)

Tertiary email: [Add email](#)

User Preferences

Set your preferences for how dates, timestamps, and numbers appear to you in REDCap.

Date and time format:
(e.g., 12/31/2004 22:57 or 31/12/2004 10:57pm)

Number format - decimal character:
(e.g., 3.14 or 3,14)

Number format - thousands separator:
(e.g., 1,000,000 or 1.000.000 or 1 000 000)

[Save Preferences](#)

Verification via Google Authenticator

Selecting “Set up Google Authenticator” will open a dialog box containing a QR Code

Login-related options:

Reset password Reset password recovery question

Set up Google Authenticator for two-step login

Set up Google Authenticator for two-step login

To use two-step verification to log in to REDCap using Google Authenticator mobile app, you will need to first download the app onto your mobile device. Use a link below to download the app on your mobile device.

1) Download the Google Authenticator app to your mobile device
Download the app from [Apple App Store](#) or [Google Play Store](#) or alternatively search for 'Google Authenticator' in your mobile device's app store.

2) Open the app, and scan this QR code



[Having trouble scanning the QR code? Try the manual method.](#)

3) Use the app when you log in to REDCap
After you have scanned the QR code using the Google Authenticator app, you can open the app at any time in the future to obtain your verification code for REDCap. The verification code is always changing, so it will be different each time you log in. **NOTE: The app does not require an internet connection** on your device in order to work.

Close

Verification via Google Authenticator

To scan the **QR Code**, you will need the **Google Authenticator** app, which is available in the **App Store** and **Google Play**.



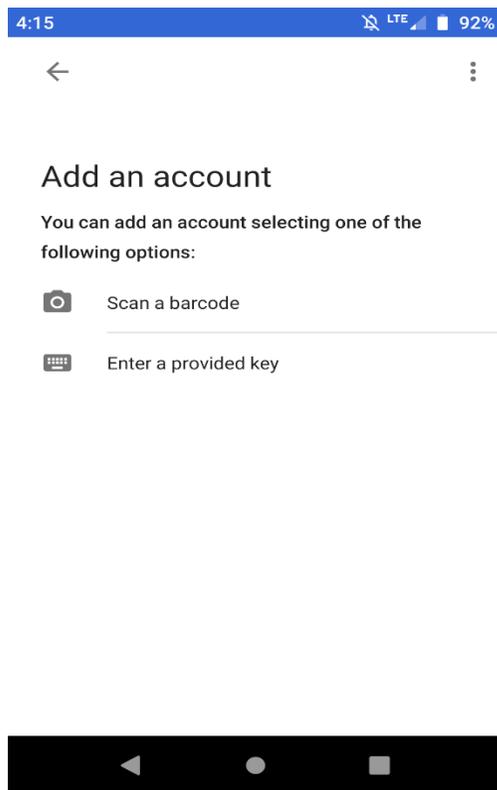
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Verification via Google Authenticator

Once you open the app, you should see the option to “**Scan a Barcode**”. Use this to scan the QR code



Set up Google Authenticator for two-step login ✕

To use two-step verification to log in to REDCap using Google Authenticator mobile app, you will need to first download the app onto your mobile device. Use a link below to download the app on your mobile device.

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Download the app from [Apple App Store](#) or [Google Play Store](#) or alternatively search for 'Google Authenticator' in your mobile device's app store.

2) Open the app, and scan this QR code



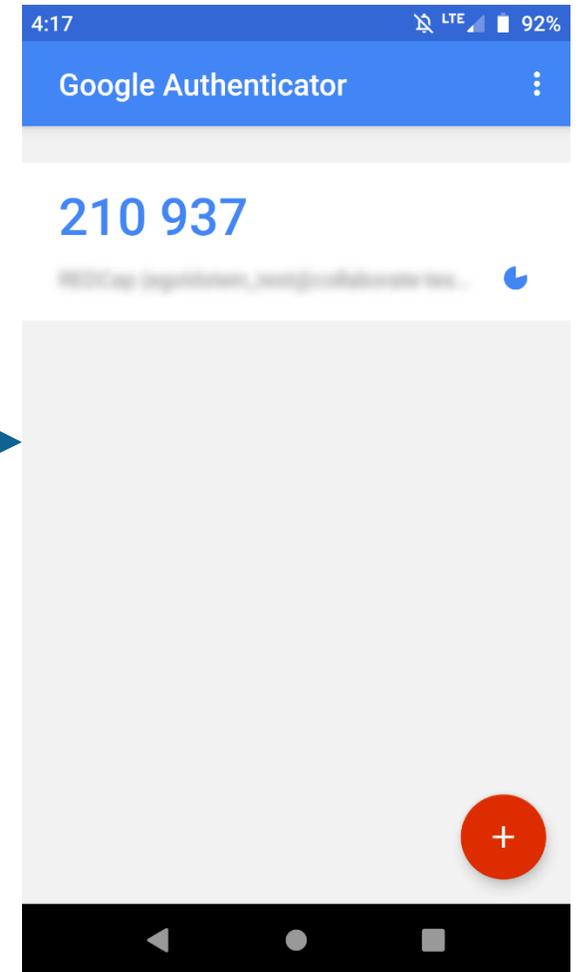
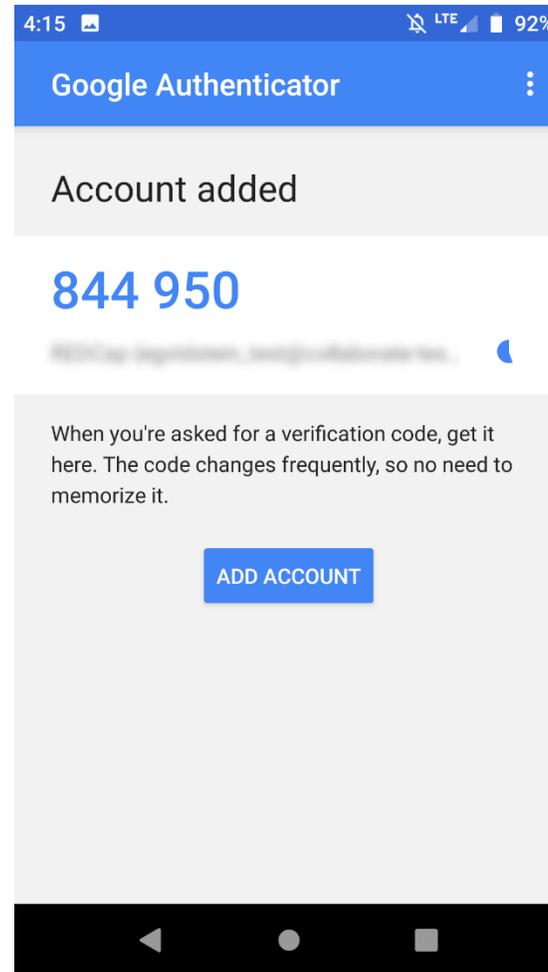
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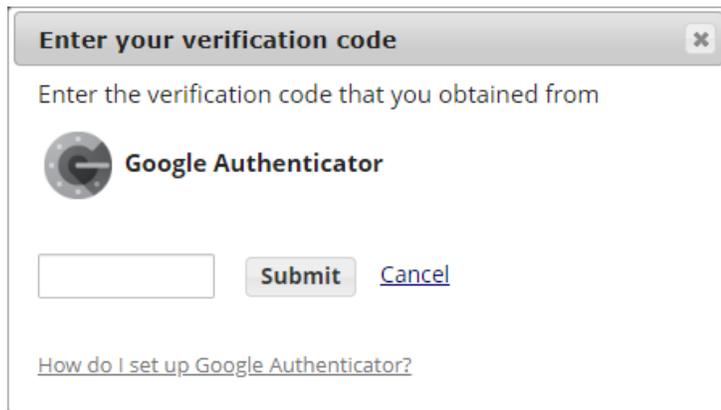
Verification via Google Authenticator

The app will then add **REDCap** (no further setup required), along with a number next to the account that will **change regularly**



Verification via Google Authenticator

This number is then your **verification code** whenever you select the Authenticator option during login



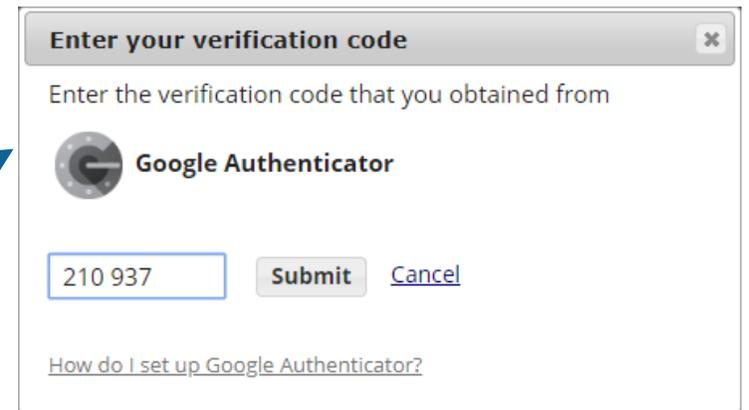
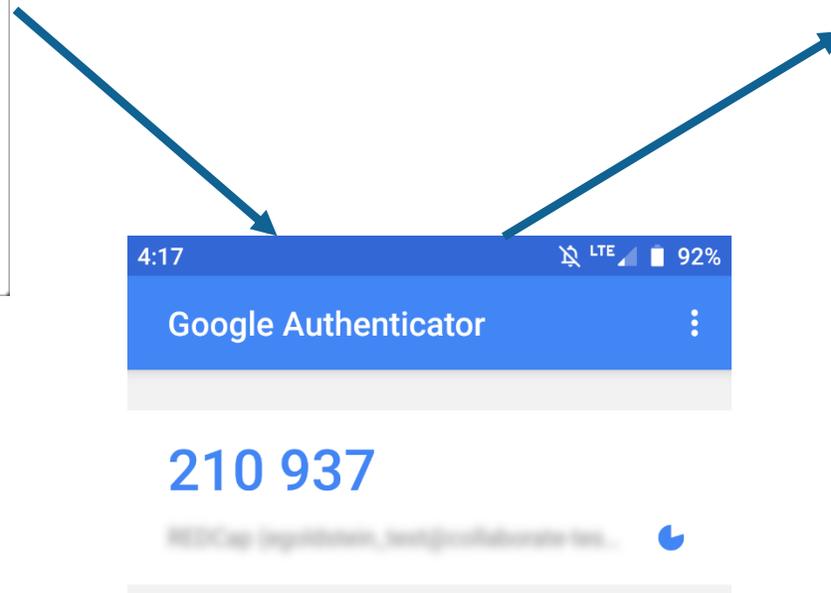
Enter your verification code

Enter the verification code that you obtained from

 Google Authenticator

[Cancel](#)

[How do I set up Google Authenticator?](#)



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Questions?

For any questions, don't hesitate to contact us at
informatics@tuftsctsi.org