

Activer son compte REDCap avec la double authentification

Pour vous connecter à REDCap, suivez la procédure suivante. Notez qu'elle est à compléter seulement à votre première connexion.

1. Identifiez-vous avec votre identifiant et mot de passe UNIL. **(Ce n'est pas le compte SWITCH-eduID)**



Log In

Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Administrators](#)

Username:

Password:

Log In

[Forgot your password?](#)

2. Indiquez votre nom et votre adresse mail UNIL.

[Log out](#)

Basic User Information Form

Before accessing REDCap, we first need to obtain some basic information about you. Please enter ALL the fields below and then hit the Submit button. Once this information is saved, you can change it any time by navigating to the Profile page, which you will find the link to at the top right of every page.

Username:

First name:

Last name:

Email:

Re-enter email:

NOTE: The email address entered above will first need to be verified before access to REDCap is granted. After clicking the Submit button, an email will be sent to that email account, after which you will need to click the link inside the email to verify your email account before accessing REDCap.

Submit

3. Validez votre adresse mail en consultant votre messagerie, en trouvant le mail envoyé par REDCap et en cliquant sur le lien approprié.

✓ Account created / Verification email sent

Your REDCap account has now been created. But to complete the account setup process, you will need to confirm your email address by checking your email account [redacted]@unil.ch for the account verification email sent by REDCap, and follow its instructions. You will not be able to fully access your REDCap account until the setup process has been completed. Thank you!

 Check your email account [redacted]@unil.ch

4. Installez une application OTP (One Time Password) sur votre smartphone.
 - Choisissez une de ces applications sur le **Google Play Store**:
 - <https://play.google.com/store/apps/details?id=org.fedorahosted.freeotp>
 - <https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2>
 - <https://play.google.com/store/apps/details?id=com.azure.authenticator>
 - Ou sur l'**Apple App Store**:
 - <https://apps.apple.com/app/freeotp-authenticator/id872559395>
 - <https://apps.apple.com/us/app/google-authenticator/id388497605>
5. Lancez l'application OTP et scannez le QRcode proposé par REDCap.

✓ Email account verified!

Your email account for REDCap has now been verified. You may now access REDCap by clicking the link below.

[Access REDCap](#)

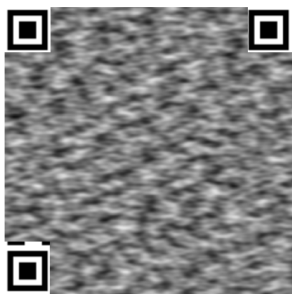
🔔 It is recommended that you set up the Google Authenticator app for 2-step login

To use two-step verification to log in to REDCap using Google Authenticator or Microsoft 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 or Microsoft Authenticator app to your mobile device

Download the app by searching for 'Google Authenticator' or 'Microsoft Authenticator' in your mobile device's app store (e.g., Apple App Store, Google Play Store).

2) Open the app, and scan this QR code [View QR code in separate window](#)



If you're having trouble scanning the QR code, enter the values below into your Google Authenticator app using the Manual Entry method. Also, make sure you set it as 'Time-based'.

Account: [redacted]@redcap-ssp.unil.ch
Key/secret: [redacted]

3) Use the app when you log in to REDCap

After you have scanned the QR code using the Google Authenticator or Microsoft 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.

6. Cliquez sur "Access REDCap".

La suite de cette notice indique la démarche à suivre à chaque fois que vous vous connecterez à REDCap.

1. Identifiez-vous avec votre identifiant et mot de passe UNIL. **(Ce n'est pas le compte SWITCH-eduID)**
2. Générez le mot de passe unique associé à REDCap sur votre application OTP.
3. C'est fait, vous êtes connectés à REDCap avec la double authentification !

Révision #1

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