

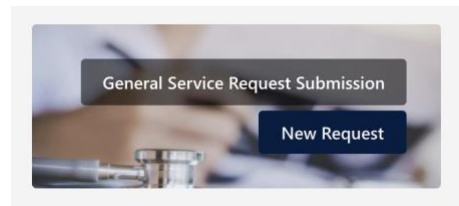
# Quick Guide: REDCap Access Request

Use this guide if you are DFCM faculty requesting the creation of a REDCap user account for a staff member who is NOT participating in the Patient Experience Survey (PES).

If you need a REDCap user account for a staff member who is leading the PES, please contact us at [PES.DFCM@utoronto.ca](mailto:PES.DFCM@utoronto.ca).

## Step 1: Faculty to Submit a Request for an Affiliate UTORid

Log in with your UTORid to fill out the service request form by clicking the navy blue “New Request” button via <https://utoronto.sharepoint.com/sites/med-ITService/SitePages/UTORid,-Affiliate-Accounts-and-Identity-Management.aspx>



## Step 2: Staff Member to Activate the UTORid

Once the UTORid is created, activate it by following instructions received from MedIT Help Desk and complete MFA enrolment via <https://security.utoronto.ca/services/utormfa/usage-guide/>



If enrolling in UTORMFA with a mobile phone number is not possible for you, contact your [campus IT help desk](#) to obtain a hardware-based MFA token.

## Step 3: Faculty to Submit a Request for a REDCap User Account

Once the UTORid is activated and MFA is enrolled, submit a service request via <https://utoronto.sharepoint.com/sites/med-ITService/SitePages/REDCap.aspx>

