How do I manage user rights?

User Rights allows you to manage user-access and user-permissions within your REDCap project. This FAQ will explain how to (1.) grant user rights, (2.) edit user rights, and (3.) remove users.

Granting User Rights

1. A new REDCap user will need a user-account to access the REDCap server at Yale. For more information visit the REDCap website Get Help: Add Users to a Project.

2. Within the project on the left-hand navigation panel under ‘Applications’, click on ‘User Rights’.

3. Under ‘Add new users’ search for the user’s name (or Yale NetID) in the search box. Select the person, then click ‘Add with custom rights’.

4. A panel will open, allowing you to assign user rights. Refer to FAQ: USER RIGHTS to learn more about User-Rights options.

5. Once you have finished, click ‘Add User’ in the lower right corner of the window. This will close the ‘New User’ window.

6. You can review all users who have access to the project on the ‘User Rights’ page. Their rights will be displayed as a table.

Changing User Rights

1. Within the project on the left-hand navigation panel under ‘Applications’, click on ‘User Rights’

2. Select the username and click ‘Edit user privileges’
3. A panel will open, allowing you to change their user rights. You can learn more about User Rights options in FAQ: USER RIGHTS.

Removing User Rights

1. Within the project on the left-hand navigation panel under ‘Applications’, click on ‘User Rights’
2. Select the username and click ‘Edit user privileges’
3. Select the ‘Remove user’ button.

   a. If a user has been assigned a user role, you must first remove the user from the user role before removing the user from the project.

Pro Tip: An alternative to removal is to set an expiration date under their user rights (e.g. end date for data collection for data entry staff). You can enter the expiration date near the top of each user’s user right page.