REDCap
Research Electronic Data Capture

NEWS YOU CAN USE

TIPS, TRICKS, AND KNOW-HOW

User / Access Management

UCONN HEALTH

MANAGING PROJECT USERS
Access and Sponsor Dashboards

Spring cleaning is for REDCap, too! So, let's freshen things up!

Now is the perfect time to declutter your REDCap projects and sweep away outdated access. Just like cleaning out your garage, your REDCap projects need regular user access checks to ensure:

- Only active study team members that need access, have access
  - i.e., if a user has not and/or will not utilize the Development system, then keep their Development account suspended or request they be removed completely
- Privileges match current roles
- Departed users are removed or expired

The User Access Dashboard is a centralized reporting tool that supports efficient user management for all REDCap projects where you have User Rights privileges.

The Sponsor Dashboard lets PIs/Sponsors view and manage their external users, including details like username, expiration date, suspension status, and last activity. It also allows sponsors to request account actions—such as suspending users or resetting passwords. Regular use of this dashboard is essential for keeping access current and maintaining project security

So, lets make REDCap spring cleaning a habit! To get started, simply go to your 'My Projects' tab → User Access Dashboard /Sponsor Dashboard

For more information:

- **Project User Management**

- **Project Users & Access Guides**

For other helpful tips and tricks: UCH REDCap website