

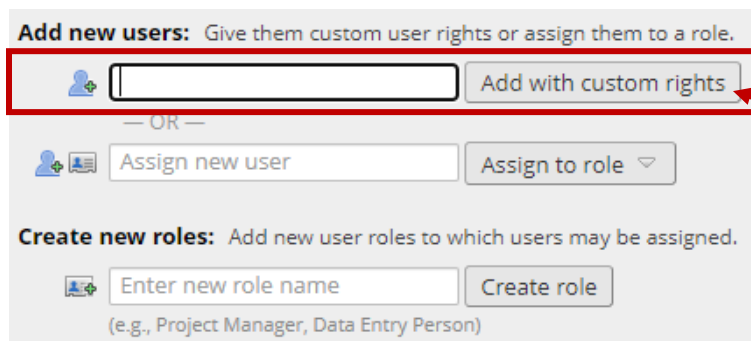
Frequently Asked Question (FAQ) Library

How do I manage user rights?

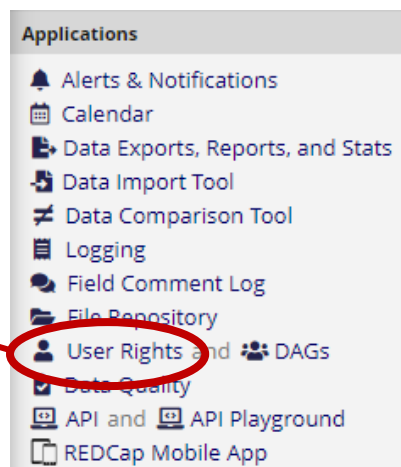
User Rights allows you to manage user-access and user-permissions within your REDCap project. This FAQ will explain how to (1.) grant user rights, (2.) edit user rights, and (3.) remove users.

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'.



The screenshot shows the 'Add new users' section of the REDCap interface. It includes a search box, a dropdown menu, and buttons for 'Add with custom rights', 'Assign new user', and 'Assign to role'. Below this is the 'Create new roles' section with a text input for 'Enter new role name' and a 'Create role' button. A red box highlights the search box and the 'Add with custom rights' button, with an arrow pointing to the 'User Rights and DAGs' option in the adjacent navigation menu.



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'.

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3. A panel will open, allowing you to change their user rights. You can learn more about **User-Rights** options in [FAQ: USER RIGHTS](#).

Role name (click role name to edit role)	Username or users assigned to a role (click username to edit or assign to role)	Expiration (click expiration to edit)	Project Design and Setup	User Rights	Data Access Groups	Data Export Tool	Reports & Report Builder	Graphical Data View & Stats	Survey Distribution Tools	Calendar	Data Import Tool
—	████ (Janet Miceli)		✓	✓	✗	Full Data Set	✓	✓	✓	✓	✗
—	████ (Mary Ged)		✗	✗	✗	De-Identified	✓	✓	✓	✓	✗
—	████ Sui Tsang		✓	✓	✓	Full Data Set	✓	✓	✓	✓	✓

User actions:

Edit user privileges

Assign to role ▾

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.

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—	████ Sui Tsang		✓	✓	✓	Full Data Set	✓	✓	✓	✓	✓

User actions:

Edit user privileges

Assign to role ▾

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.