

Setup REDCap Two Factor Authentication: Non-UH Credentialed Users

To provide more secure access and to further protect the UH network and applications, there will be an update to the UH REDCap login process that will impact any user accessing the application outside of the UH network. Two-factor authentication upon login will be required for any user accessing REDCap outside the UH Network.

Two-factor authentication requires you to confirm your identity with additional information beyond your UH REDCap username and password. Two-factor authentication adds an extra layer of protection against fraudulent cyber activity.

Non UH credentialed users (anyone that does not hold a UH email and/or UH network ID) accesses UH REDCap outside of the UH network and will be required to login into the application using two-factor authentication.

This tip sheet provides instructions on how to setup up two-factor authentication for Non-UH credentialed users and how to download the appropriate authentication application compatible with UH REDCap to the users mobile device.

Users will have the option to choose between the Google Authenticator application or the Microsoft Authenticator application. Both applications can be accessed in the ISO or Android application store at no cost for the UH REDCap needs.

For both setup options, please see the REDCap two-factor authentication setup instructions and installation of the preferred authentication application below.

Setup UH REDCAP Two-Factor Authentication: Non-UH Credentialed Users

Step 1: Navigate to REDCap and login. Upon login, select the option "Google Authenticator or Microsoft Authenticator".

 **Two-step verification for REDCap login**

Select an option below to complete the second half of REDCap's verification login process. You will not be able to access REDCap until you have completed this verification step.

 **Google Authenticator or Microsoft Authenticator:** Open the Google Authenticator or Microsoft Authenticator app on your mobile device to get the verification code associated with your REDCap user account.

Cancel

Step 2: Click the link: "How do I set up Google Authenticator or Microsoft Authenticator?"
Please note, for UH Credentialed Users, Secure Auth (which is the preferred authenticator for UH) is also supported. Please continue following these steps.

Enter your verification code

Enter your verification code the you obtained from

 **Google Authenticator or Microsoft Authenticator:**

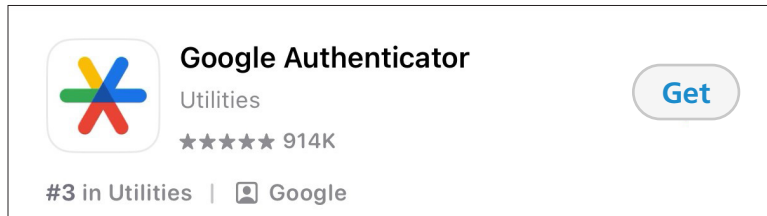
Submit Cancel

[How do I set up Google Authenticator or Microsoft Authenticator?](#)

Step 3: Download your preferred Authenticator Application to your mobile device.
For **Non-UH Credentialed Users**, download the Google Authenticator or Microsoft Authenticator application to your mobile device.

Google Authenticator

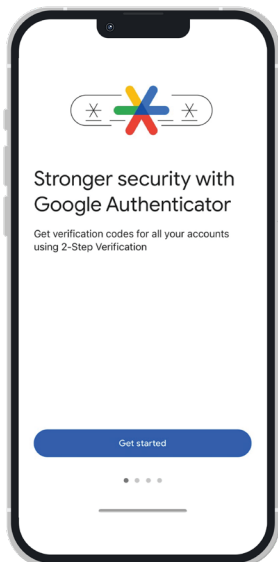
Step 1: Search for “Google Authenticator” in your mobile device app store and download to your device.



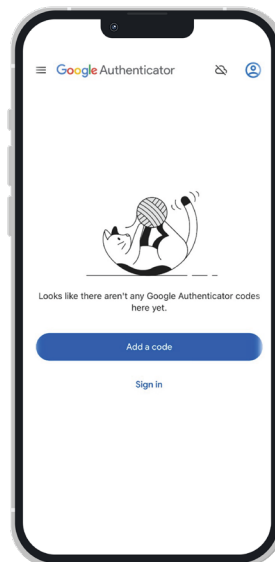
Step 2: Once downloaded, open the Google Authenticator app on your mobile device



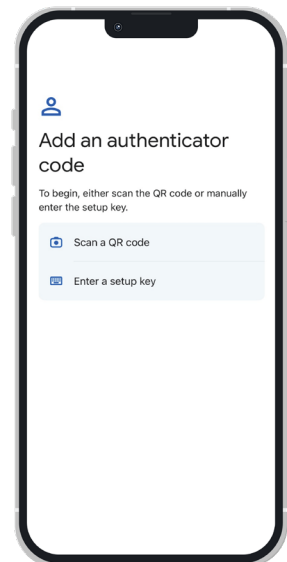
Step 3: Select the “Get started”



Step 4: Select the “Add a Code”



Step 5: Select the “Scan a Code”

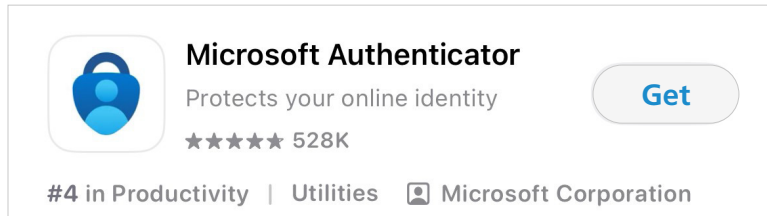


Step 6: Scan the QR code provided by REDCap

Step 7: On the main dashboard, you will find the REDCap 6-digit web code. Moving forward, you will use the verification code provided within the authentication application when logging into REDCap. This verification code cycles every couple of seconds, and therefore, will not be the same verification code every time you login.

Microsoft Authenticator

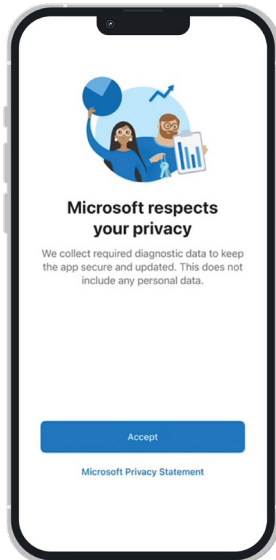
Step 1: Search for “Microsoft Authenticator” in your mobile device app store and download to your device.



Step 2: Once downloaded, open the Google Authenticator app on your mobile device

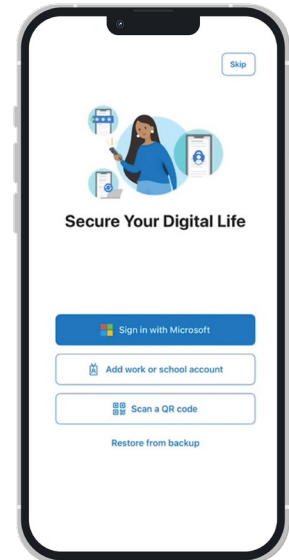
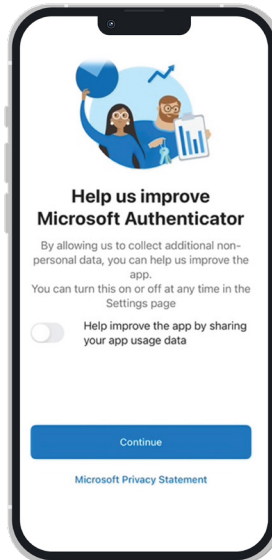


Step 3: Review and Accept the Microsoft Privacy Statement.

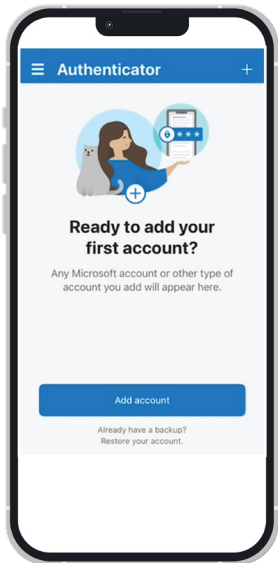


Step 4: Select the “Add a Code”

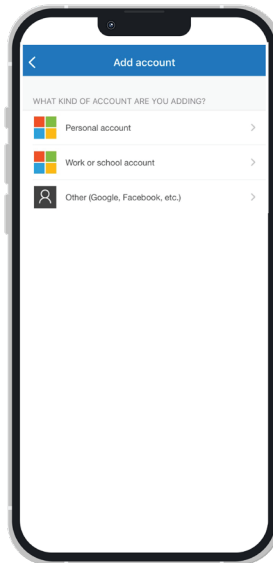
Step 5: Select the “Scan a Code”



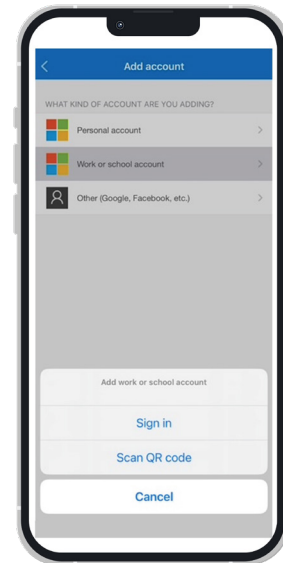
Step 6: Select the “Add account”



Step 7: Indicate the kind of account as “Work or school account”



Step 8: Scan QR code provided by REDCap.



Step 9: Scan QR code provided by REDCap.

Step 10: On the main dashboard, you will find the REDCap 6-digit web code. Moving forward, you will use the verification code provided within the authentication application when logging into REDCap. This verification code cycles every couple of seconds, and therefore, will not be the same verification code every time you login.