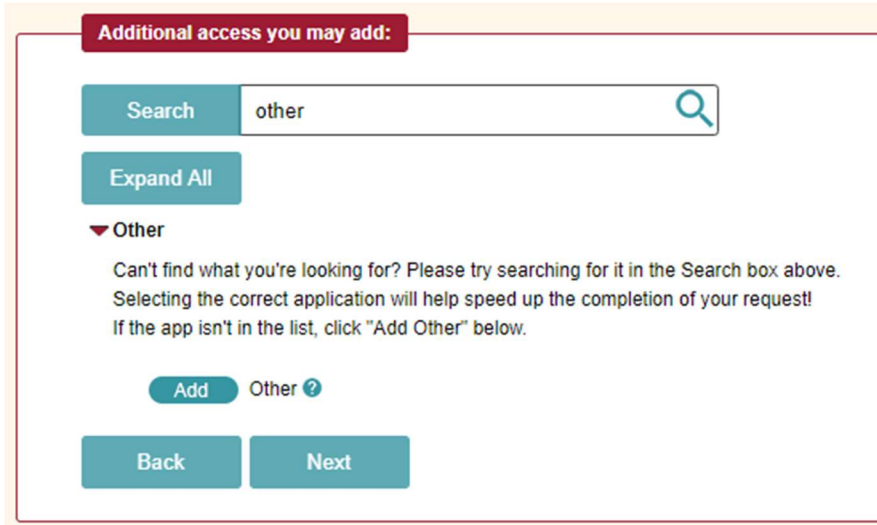



How to Request SSO Access to REDCap:

1. Go to “Network Account Request” form on MaineHealth IT Self Service portal.
<https://helpdesk.mainehealth.org/accounts/login.php>
2. Enter network username and password.
3. Select “Myself” at next prompt.
4. Under “Additional access you may add”, search for “other”.
5. Click the “Add” button next to “Other”.
6. Click “Next”.



Additional access you may add:

Search 

Expand All

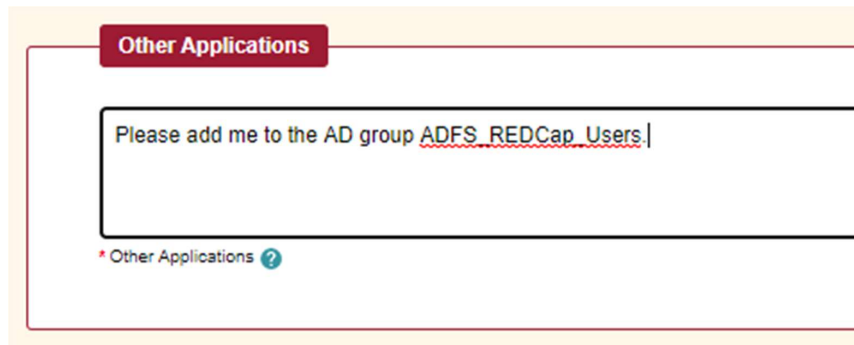
▼ Other

Can't find what you're looking for? Please try searching for it in the Search box above.
Selecting the correct application will help speed up the completion of your request!
If the app isn't in the list, click "Add Other" below.

Add Other ?

Back **Next**

7. Under “Other Applications”, include the following text:
 - a. Please add me to the AD group ADFS_REDCap_Users.



Other Applications

Please add me to the AD group ADFS_REDCap_Users.

* Other Applications ?

8. Click Next.
9. Confirm that the manager listed is your manager or enter a different manager if the information is incorrect.
10. Click “Finish”.

After you've completed all of the required steps above and your supervisor approves (you will receive a closed MaineHealth IS ticket email), you will be able to log into the MaineHealth REDCap system using your MaineHealth login credentials (same user name and password that you currently use to log into your work computer within the MaineHealth network).

Below is the URL to the MaineHealth REDCap login page or you can contact us at redcap@mainehealth.org.
<https://redcap.mhir.cloud/>

Important note: After your initial login to REDCap, you will receive 1 email (see specifics below) that you will then need to open and click the link to verify your email. This should not take more than a minute to do.

1st email

From: redcap@mainehealth.org

Subject: [REDCap] Verify your email address...