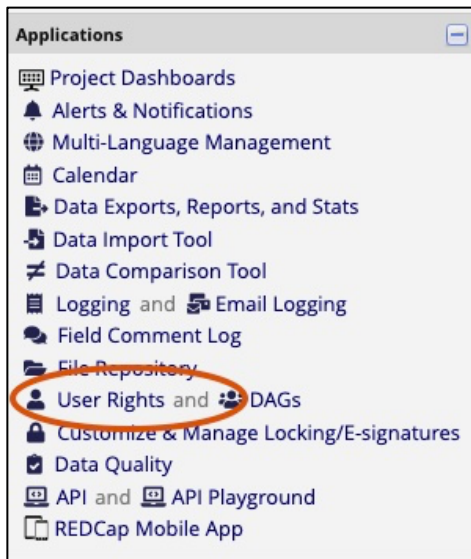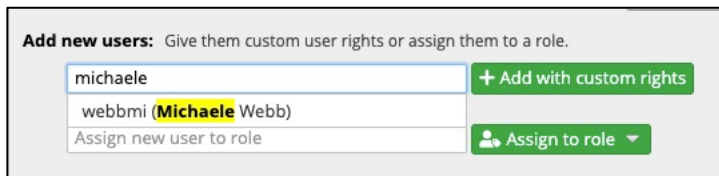REDCap – Add users to project

** A user must have logged into REDCap at least once to be added.

Click on User Rights on the Applications menu at the left

Choose the user to add from the search results:

In the window that opens, select the permission levels needed for the user. If the person is taking over a project, they will need, **in addition to the default permissions**, at least:

- Project Design and Setup
- User Rights
- Data Access Groups
- Data viewing rights: Edit survey responses
- Data export rights: Full data set

Click the "Add user" button to save the settings.

After being added, an email will be sent to the new user and the project will show up on their list of projects in REDCap.

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