Adding a User to a REDCap Project

To add a user, click User Rights from the left menu:

There are two ways to add a user to a project:

1. **Assign a User to a Role** *(preferred)*
   - Type the username next to Assign to Role
   - Click Assign to Role and choose the role to assign to from the drop-down menu

2. **Add a User with Custom Rights**
   - Type the username next to Add with Custom Rights
   - Click Add with Custom Rights and set up the rights as you want them

No matter which you choose, for projects on the **NonPHI server**, you will see the username appear in the drop-down menu. For projects on the **PHI server**, you *may* see the username if they are an existing REDCap user and have logged in before. If they are new, or have never logged in, just type in the user name the full name will appear in parenthesis once they have successfully logged in to REDCap.