REDCap User Manual for the Wisconsin Newborn Screening Clinical Contracts

Section 1: Gaining Access to REDCap

REDCap may only be accessed by registered users with a State of Wisconsin ID. If you already have a State of Wisconsin ID:

- Email Michelle Kempf-Weibel at michelle.kempfweibel@wisconsin.gov with your State of Wisconsin ID and the newborn screening contract(s) you are part of (metabolic, cystic fibrosis, hemoglobinopathy, City of Milwaukee).
- After receiving approval from Michelle, proceed to #7 below.

If you do NOT have a State of Wisconsin ID, proceed with the following steps.

1. Register for a State of Wisconsin ID at: http://register.wisconsin.gov.
   Note: This is NOT the same as a WAMS ID (which was used for SPHERE).
   The page below will open.

2. Click on Self Registration.

3. Read the User Acceptance Agreement and click on Accept.

The Account Creation page will open.

4. Follow the instructions in the highlighted boxes.

Account Creation
*Indicates Required Field

Profile Information

First Name: Mickey

Middle Initial:

Last Name: Mouse

Suffix:

E-Mail: mmouse@my.isp.net

> Enter name and email address (required). Other information is optional.

Use this format 6085551234
Phone: ext.

Mailing Address
Street Address:
City:
State/Province:
Zip Code: -

Systems You Will Access
Use your mouse to highlight the system that you want to access.

Systems:
Fire Dues Registration
DHS Vital Records
SharePoint

> Select "**DHS Public Health Gateway**"

The Account Information page will open.

5. Follow the instructions in the boxes next to the arrows.

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

➡️ Logon ID [_____] *

Enter your chosen Logon ID ...racters long and **MUST** contain a combination of letters and ...ers (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

Password Tips

Password [_____] * ⬅️

Re-enter Password [_____] *

Enter and confirm your password.

Logon ID/Password Recovery

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

Secret Question and Answer Tips

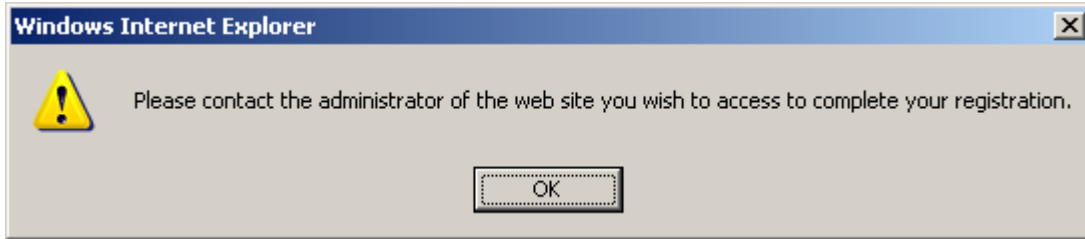Secret Question [_____] * ⬅️

Secret Answer [_____] *

Enter your account recovery question and answer.

Verification

This step helps prevent automated registrations.
If you cannot see the number below click here.

18326 Please enter the number as it is shown in the box to the left. [_____] * ⬅️

Verify the number displayed and submit the request.

[Submit]   [Reset]

6. Follow the instructions in the second box below.

Windows Internet Explorer ✕

⚠ Please contact the administrator of the web site you wish to access to complete your registration.

[OK]

> • Email Michelle Kempf-Weibel with your logon ID, email address that you registered with, and the newborn screening contract(s) you are part of (metabolic, cystic fibrosis, hemoglobinopathy, City of Milwaukee): michelle.kempfweibel@wisconsin.gov
>
> • After receiving the okay from Michelle, proceed to logging on.

7. Logon to REDCap. (The URL is: https://redcap.wisconsin.gov/.)

Please log in with your user name and password. If you are having trouble logging in, please contact The WILMS Helpdesk.

Username: [   ]   **Enter your username**

Enter your password. → Password: [   ]

[Log In]

Select "Log In"
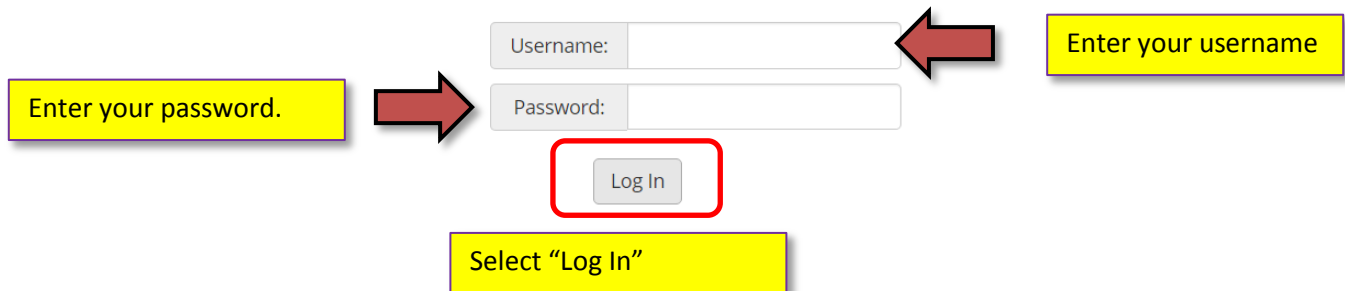
Having trouble logging in? Contact the WILMS Helpdesk at: wilmshelp@wisconsin.gov

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