



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.

A screenshot of the Wisconsin Department of Administration website. The page title is "DOA/Wisconsin Logon Management System". It contains a "Customer ID Menu" with links for Self Registration, Profile Management, Password Management, Forget your account information?, User Acceptance Agreement, and a "Sign Up for your DOA/Wisconsin Logon" section. The "Sign Up" section includes a link for "Self Registration" which is highlighted with a red box and a red arrow. Below this is a "Change Your Password" section with a link for "Password Management".

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

The screenshot shows the 'Self Registration' page on the Wisconsin Department of Administration website. The page has a blue header with the Wisconsin logo and navigation links: 'wisconsin.gov home', 'state agencies', and 'subject directory'. Below the header is a dark blue bar with 'Wisconsin Department of Administration' and links for 'News | Search | Home'. A light blue bar contains 'Main Menu | Help | FAQ'. The main content area is light blue and features the title 'Self Registration'. A sidebar on the right, titled 'Customer ID Menu', lists links: 'Self Registration', 'Profile Management', 'Password Management', 'Forget your account information?', and 'User Acceptance Agreement'. The main text welcomes users to the self-registration process and explains its purpose. It includes sections for 'Requesting a DOA/Wisconsin Logon and Password' and 'Starting the Self Registration Process'. The 'User Acceptance Agreement' section contains a scrollable text area with the title 'DOA/WISCONSIN LOGON MANAGEMENT SYSTEM USER ACCEPTANCE AGREEMENT' and the start of the text 'INTRODUCTION Many State agencies provide information and services by the'. Below the text area are two buttons: 'Accept' (highlighted with a red box) and 'Decline'. The footer contains links for 'Wisconsin.gov | Search | Legal | DOA Home'.

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 *
Phone ext.
Mailing Address
Street Address
City
State/Province
Zip Code -
Use this format 0085551234

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

characters long and **MUST** contain a combination of letters and numbers (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 *

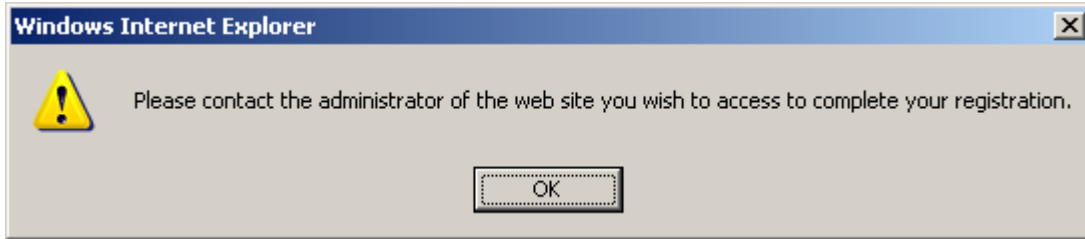
Enter your account recovery question and answer.

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.

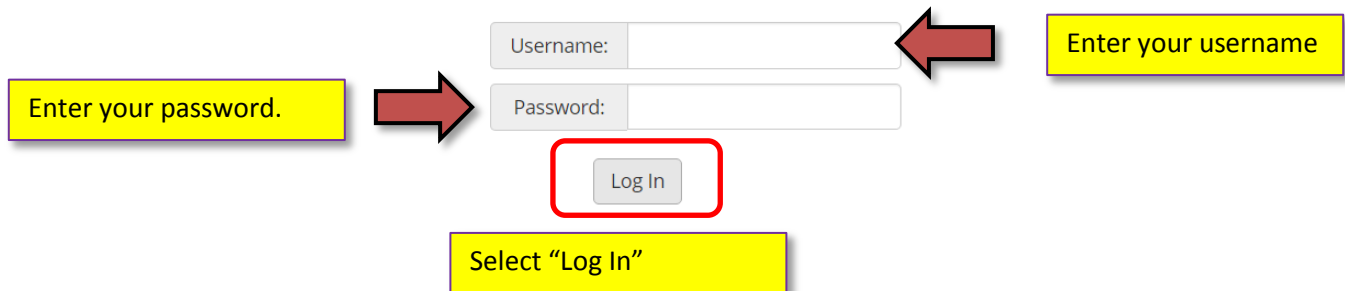
6. Follow the instructions in the second box below.



- 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/.](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](#).



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

Department of Health Services
Division of Public Health
P-01829 (08/2017)