

Guide to Multi-Factor Authentication (MFA) in REDCap

This guide describes how to set up MFA in REDCap, as well as how to log in using MFA.

We recommend that all REDCap users set up MFA, regardless of your login method.

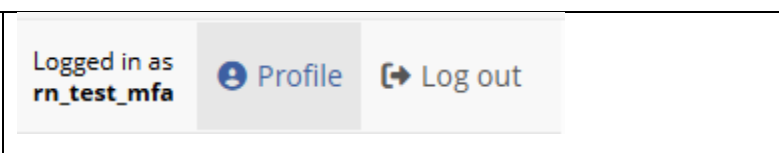
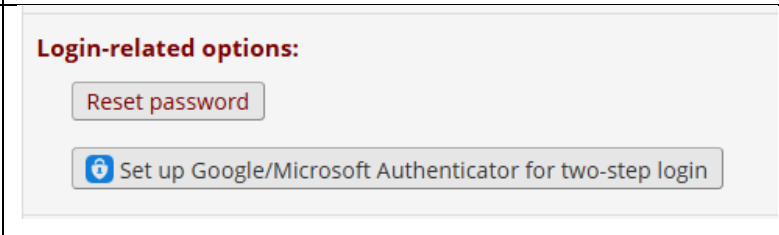
Setting up and logging in with MFA requires that you have the **Microsoft Authenticator** or **Google Authenticator** app (both are free) on your mobile phone or tablet. If you do not already have one of these, it's recommended to download one to your device via its app store.




The guide consists of 3 parts:

- **Setting up MFA (one-time task) if you log on to REDCap from a device on RN's network ("from inside")** i.e. logging in from an RN PC, a terminal in an RN building, or ESA. In these cases, you will not be prompted for MFA during login. If you are unsure if you are "inside," simply start the login process and see if MFA is required. Even though it isn't required here, it is highly recommended to set it up anyway - see section (i).
- **Setting up MFA (one-time task) if you do not log on to REDCap "from inside":** If you are logging in from a device that is not on the RN network and MFA is not yet configured for your account, you must follow the instructions in section (ii).
- **Logging into REDCap "from outside" when MFA is set up:** Every time you log on to REDCap from a device that is not on the RN network, you will be met with a requirement for MFA, see section (iii).

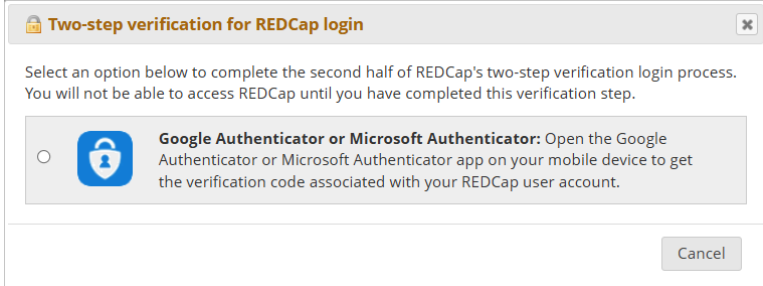
(i) Setting up MFA (One-time Task) from "Inside"

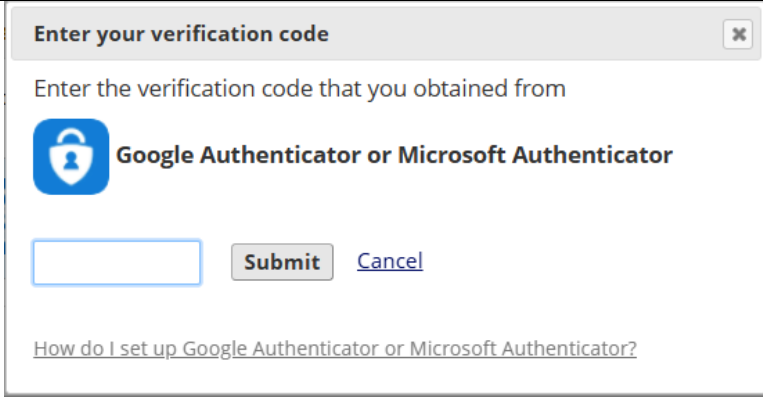
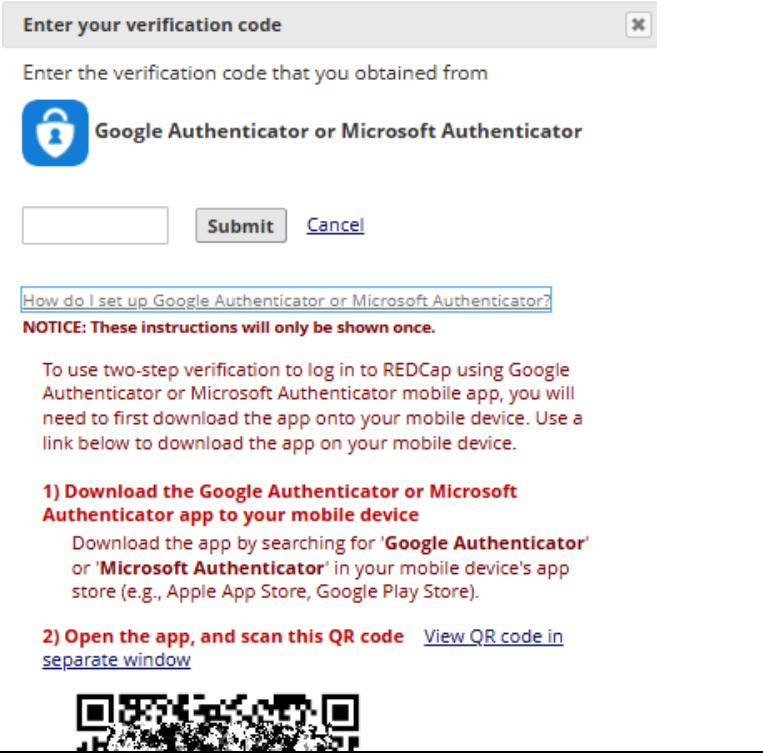



We recommend setting up MFA for your REDCap account as soon as possible, even if you only access it from the RN network, as this makes unauthorized access more difficult. Once set up, you will still not encounter a requirement for MFA when logging in "from inside".


1/4 After logging into REDCap, go to your user Profile .	
2/4 Click the button "Set up Google/Microsoft Authenticator for two-step login"	

<p>3/4 A pop-up will appear with two steps. The first tell you to download the Authenticator app. The second asks you to open your Authenticator app on your phone or tablet. Do this now.</p>	<p>Set up Google/Microsoft Authenticator for t...</p> <p>To use two-step verification to log in to REDCap using Google Authenticator or Microsoft Authenticator mobile app, you will need to first download the app onto your mobile device. Use a link below to download the app on your mobile device.</p> <p>1) Download the Google Authenticator or Microsoft Authenticator app to your mobile device</p> <p>Download the app by searching for 'Google Authenticator' or 'Microsoft Authenticator' in your mobile device's app store (e.g., Apple App Store, Google Play Store).</p> <p>2) Open the app, and scan this QR code View QR code in separate window</p> 
<p>4/4 To scan the QR code, press the “add button” in your app, as illustrated on the right. This opens a scanner using your camera. Scan the QR code.</p> <p>The setup of MFA for REDCap is now done, and you do not need to do anything further.</p>	<p>Google: Microsoft:</p>  

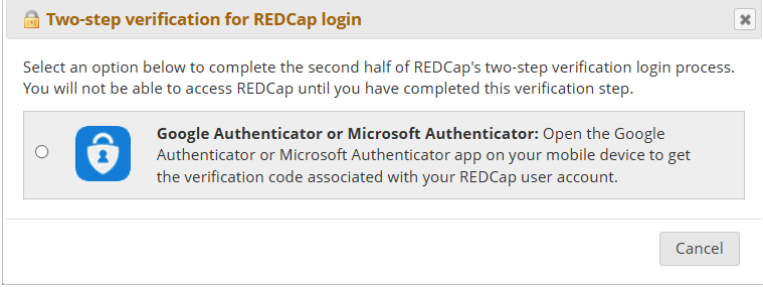
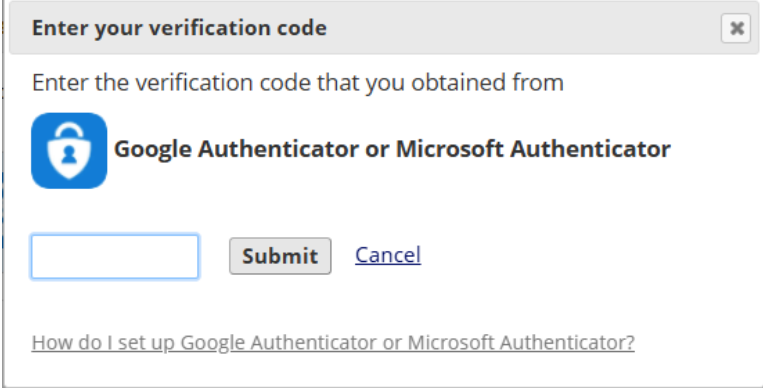
(ii) Setting up MFA (One-time Task) from "Outside"

<p>1/5 When logging in “from outside,” you will automatically be met by a pop-up. Click anywhere in the box with the padlock.</p>	
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<p>2/5 You will be asked for a 6-digit code. Instead, click the link: “How do I set up Google Authenticator or Microsoft Authenticator?”</p>					
<p>3/5 A pop-up will appear with two steps. The first will tell you to download the Authenticator app. The second will ask you to open your Authenticator app on your phone or tablet. Do this now.</p>					
<p>If you do not see the QR code, MFA is already set up, and you can find the verification code in your app. If you do not have access to your app and no QR code is displayed, you can either:</p> <ol style="list-style-type: none"> 1) Log in while connected to the regional network and follow the instructions in section (i): Setting up MFA (one-time task) when accessing REDCap “from inside.” 2) Contact redcap@rn.dk for assistance. 					
<p>4/5 To scan the QR code, press the “add button” in your app, as illustrated on the right. This opens a scanner using your camera. Scan the QR code.</p>	<table border="0"> <tr> <td style="text-align: center;">Google:</td> <td style="text-align: center;">Microsoft:</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </table>	Google:	Microsoft:		
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<p>5/5 Your Authenticator app will now show a code. Enter this code into the field and press Submit.</p> <p>You have now set up MFA and must use it every time you log in “from outside”.</p>	
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(iii). Logging into REDCap “from Outside” with MFA Set Up

<p>1/3 When logging in “from outside,” you will see the “Two-step verification for REDCap login” pop-up automatically. Click anywhere in the box with the padlock.</p>	
<p>2/3 You will be prompted to enter a 6-digit verification code.</p>	
<p>3/3 Open the Authenticator app on your phone/tablet to see your current code. Type the code into the field and press Submit.</p>	