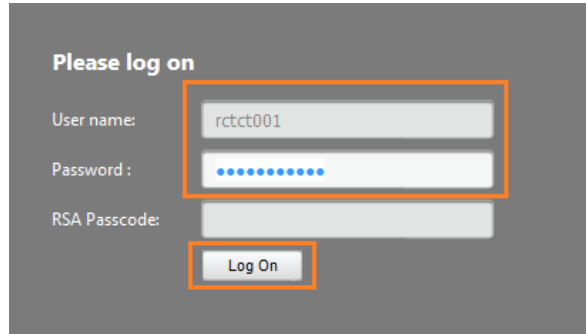


Account Activation and Password Change

Note: We **do not** recommend using **Apple Safari** browser for account activation

1. Go to this link and type in "Username" and your temporary password. Click "**Sign In**". Leave RSA Passcode blank.

<https://echart.nationwidechildrens.org/>



Please log on

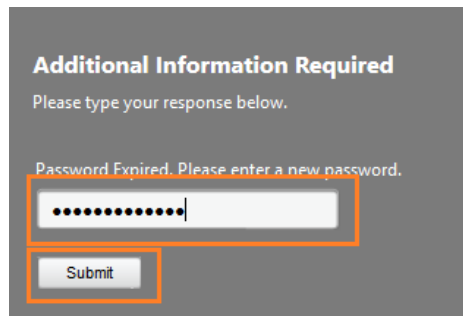
User name: rctct001

Password :

RSA Passcode:

Log On

2. Now it is time to change your password. Type in your new password and click "**Submit**". **NOTE:** The password **must be 8 characters long and must contain 3 of the 4 of these: lowercase, uppercase, number and special character.** Please note that the system may *appear* to accept passwords not meeting these criteria, but the password will not be changed



Additional Information Required

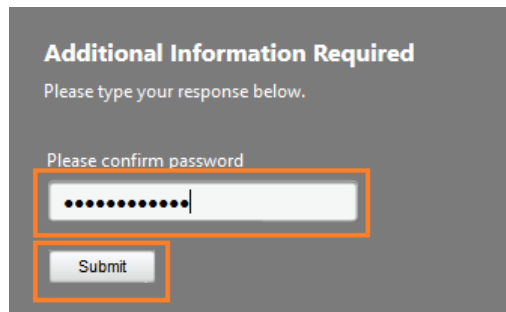
Please type your response below.

Password Expired. Please enter a new password.

.....

Submit

3. Type in your new password one more time. Click "**Submit**".



Additional Information Required

Please type your response below.

Please confirm password

.....

Submit

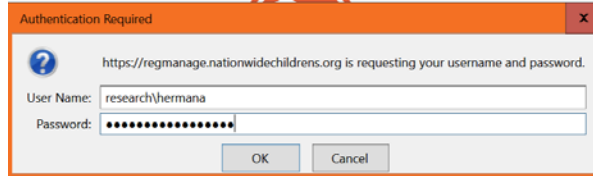
4. Wait at least 15 minutes before completing the remaining steps. Password changes will propagate across the Nationwide Children's Hospital systems during that period.

Account Registration and Security Settings

5. Go to this link:

<https://regmanage.nationwidechildrens.org/>

You may be presented with a pop-up dialog box. If so, type in **RESEARCH** followed by your username (as shown below) and your password.



Note that if you see a different pop-up login prompt with a **Domain other than RESEARCH** specified (see image below), you will likely have difficulty using Internet Explorer to complete this step.



In this case you should use another browser, such as Google Chrome or use a mobile device to complete the remaining security steps (5-8)

6. You should then see the login page for Self-Service Password Reset. Enter your username and password, then **change the domain to RESEARCH** and click “Log in”:



7. Click **“Next”**.

The screenshot shows the Nationwide Children's logo at the top with the tagline "When your child needs a hospital, everything matters." Below the logo, the heading "Register for Self-Service Password Reset" is displayed. The text explains that after registration, users can reset their password without calling support. A "Next" button is highlighted with a red box, indicating the next step in the process.

8. Type in your password and click **“Next”**.

The screenshot shows the Nationwide Children's logo and tagline. The heading "Step 1 of 2: Enter Your Current Password" is displayed. The text instructs the user to enter their current password and click "Next". A password input field is shown with a red box around it, and a "Next" button is also highlighted with a red box.

9. Answer 4 out of the 10 questions and click **“Next”**.

The screenshot shows the Nationwide Children's logo and tagline. The heading "Step 2 of 2: Your Answers" is displayed. A red box highlights the instruction: "You must answer at least 4 questions to register. Each answer must be unique, and answers are case sensitive." Below this, there are ten questions with corresponding input fields: "What is the name of your favorite childhood teacher?", "What was the name of your first pet?", "What is your mother's maiden name(surname)?", "What is the name of the city/town you were born?", "What was your childhood nickname?", "What is the make and model of your first car?", "What is the name of your favorite childhood friend?", "What was the name of your first stuffed animal?", "What is your favorite activity/sports?", and "What was the name of your primary/elementary school?". A "Next" button is highlighted with a red box.

10. Your account is now registered. If you forget your password in the future go to this link to reset it: <https://pwmanage.nationwidechildrens.org/default.aspx>



REDCAP Login

11. Open the REDCap Login link:
https://redcap.nchri.org/redcap_v7.1.2/index.php?pid=1162

12. Enter your username and password and click on Log In.

Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Admins](#).

A screenshot of a login form on a light gray background. It features two input fields: "Username:" and "Password:". Below the "Password:" field is a "Log In" button. The form is simple and functional, with no additional styling or icons.

13. Perform test data entry per the instructions previously provided.

Please direct any questions regarding REDCap access to NMTP@nationwidechildrens.org