**Adding Users to Acute ON Project**

To create new REDCap users, please download the excel table below and fill in the following columns:

1. REDCap username (column A) - the user name must be provided as follows: firstname.familyname (for example john.doe, with the point (.) as separator and without space between the words).
2. First name (column B)
3. Last name (column C)
4. Email address (column D)
5. Institution ID (column E) - the institution IDs are listed in the table below. Please choose the institution ID according to your study center.

As soon as the users have been created, each user will receive an e-mail with their access information.

|  |  |
| --- | --- |
| **Study Center** | **Institution ID** |
| California, Irvine (Irvine), USA | IRV |
| Charlestown, Massachusetts, USA | BOS |
| Charité, Berlin, Germany | BER |
| Copenhagen, Denmark | CPH |
| Lyon, France | LYN |
| Oxford, United Kingdom | OX |
| Rochester, Minnesota, USA | RMN |
| Sydney, Australia | SYD |
| Tel Aviv, Israel | TLV |
| Verona, Italy | VR |