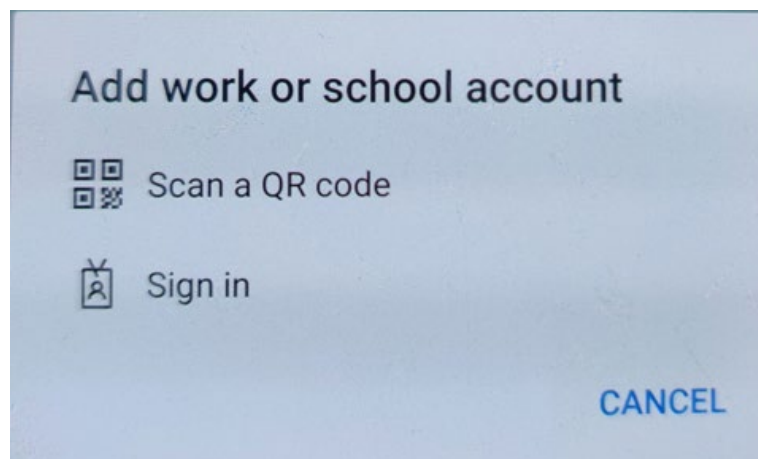


# Set up Authenticator app for two-step verification in REDCap

In this guide you will find detailed descriptions on how to set up the Authenticator app for your REDCap account.

1. Open the Authenticator app on your phone.  
If you don't have this app on your phone, you need to install it from the Google Play Store (Android) or the App Store (iPhone).
2. You should now add a new account to the app.  
If this is the first time you open the app, you will have the option to add an account immediately. Otherwise, press the plus (+) at the top right to add a new account.
3. Choose to add a **Work or school account** to your phone and select **Scan a QR code**.



4. You can access your QR code in different ways.
  - a. If you already have a REDCap account, you need to contact your REDCap administrator at [redcap@ki.se](mailto:redcap@ki.se) to acquire your QR code. You will find the QR code using the link in the email you receive from your administrator.

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.

**1) Download the Google Authenticator or Microsoft Authenticator app to your mobile device**

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).

**2) Open the app, and scan this QR code**

[View QR code in separate window](#)

**3) Use the app when you log in to REDCap**

After you have scanned the QR code using the Google Authenticator or Microsoft Authenticator app, you can open the app at any time in the future to obtain your verification code for REDCap. The verification code is always changing, so it will be different each time you log in. **NOTE: The app does not require an internet connection** on your device in order to work.

- b. If you're creating a new REDCap account, you will find the QR code on the webpage shown after you verified your email address.

[Log out](#)

**✓ Email account verified!**

Your email account for REDCap has now been verified. You may now access REDCap by clicking the link below.

[Access REDCap](#)

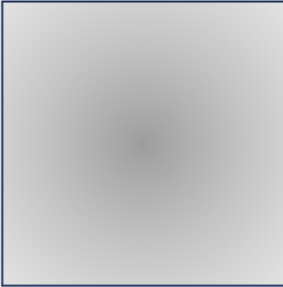
**Do not click this button until you've scanned your QR code!**

**🔔 It is recommended that you set up the Google Authenticator app for 2-step login**

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.

**1) Download the Google Authenticator or Microsoft Authenticator app to your mobile device**  
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).

**2) Open the app, and scan this QR code** [View QR code in separate window](#)



If you're having trouble scanning the QR code, enter the values below into your Google Authenticator app using the Manual Entry method. Also, make sure you set it as 'Time-based'.

Account: XXXXXXXXXX

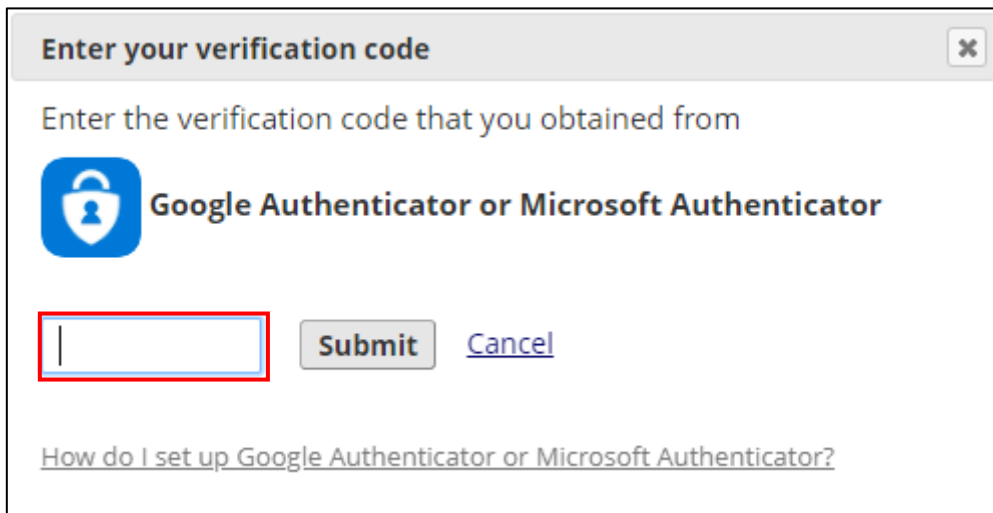
Key/secret: XXXXXXXXXX

**3) Use the app when you log in to REDCap**  
After you have scanned the QR code using the Google Authenticator or Microsoft Authenticator app, you can open the app at any time in the future to obtain your verification code for REDCap. The verification code is always changing, so it will be different each time you log in. **NOTE: The app does not require an internet connection** on your device in order to work.

**Note** that you might be asked to log in before being able to see the QR-code. In that case, you use your relevant credentials (e.g., KI, EduID) to log in before going to the next step.

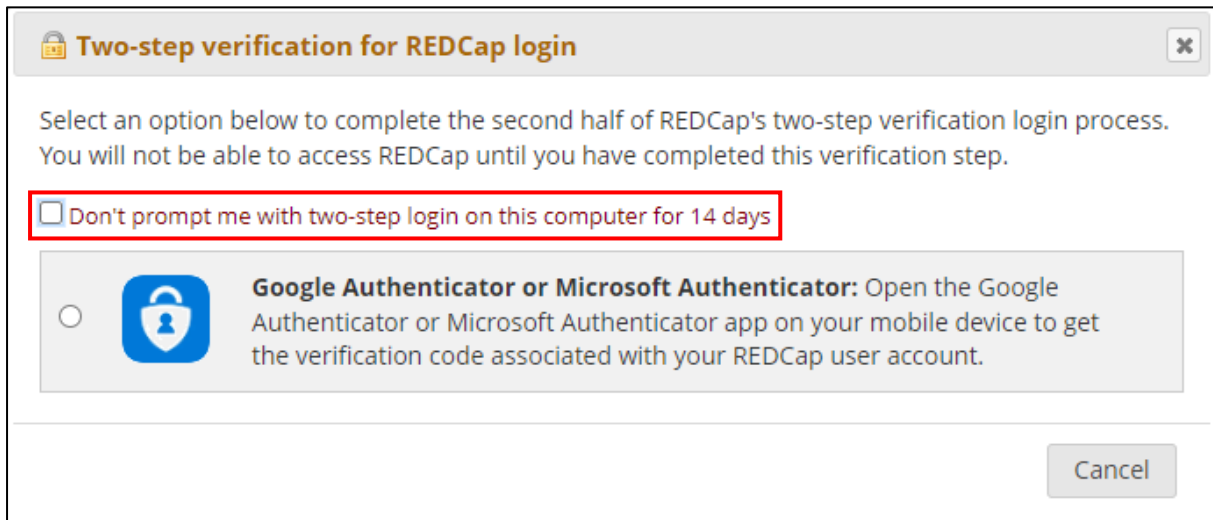
5. Scan the QR code with your phone.
6. Your new account should now appear in your Authenticator app, and you can now use the app when signing into REDCap.

- When you sign into REDCap going forward, you should choose to use the Authenticator app in the 2-step verification step. You then open the app on your phone and click on the added account, you will there find a 6-digit verification code which you need to enter in the text box on your computer in order to sign in.



The screenshot shows a dialog box titled "Enter your verification code" with a close button (X) in the top right corner. The text inside says "Enter the verification code that you obtained from" followed by a blue shield icon with a white keyhole and the text "Google Authenticator or Microsoft Authenticator". Below this is a text input field with a red border, a "Submit" button, and a "Cancel" link. At the bottom, there is a link that says "How do I set up Google Authenticator or Microsoft Authenticator?"

- Remember that you can choose only to be prompted for the two-step verification every 14 days. This allows you to login to REDCap without needing to go through the 2-step verification process for another 14 days.



The screenshot shows a dialog box titled "Two-step verification for REDCap login" with a close button (X) in the top right corner. The text inside says "Select an option below to complete the second half of REDCap's two-step verification login process. You will not be able to access REDCap until you have completed this verification step." Below this is a checkbox labeled "Don't prompt me with two-step login on this computer for 14 days" which is highlighted with a red border. Below the checkbox is a radio button next to a blue shield icon with a white keyhole and the text "Google Authenticator or Microsoft Authenticator: Open the Google Authenticator or Microsoft Authenticator app on your mobile device to get the verification code associated with your REDCap user account." At the bottom right, there is a "Cancel" button.

If you encounter any issues when signing into REDCap or if you have questions regarding two-factor verification, please contact us at [redcap@ki.se](mailto:redcap@ki.se).

Your REDCap administrators at KI