

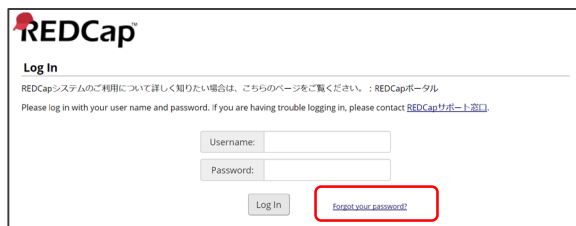
REDCapパスワードリセット方法

1. 前提

- REDCapのユーザIDを持っている
⇒ 施設アドレス or UMINアドレス
- 秘密の質問を設定している

2. REDCapのログイン画面を表示

[短縮URL] ocu.jp/redcap-saas



REDCap
Log In

REDCapシステムのご利用について詳しく知りたい場合は、こちらのページをご覧ください。: REDCapポータル

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

Username:

Password:

Log In [forgot your password?](#)

3. パスワード復旧リクエスト

REDCap Password Recovery

You may use this page to reset your REDCap password. You must first provide your REDCap username, and once it is verified as an authentic REDCap account, you will then need to answer a security question that you have previously set for yourself. If you answer the security question correctly, an email will be sent to you containing a link allowing you to reset your password and then log in to your account.

Username:

- UsernameにユーザID（施設アドレス or UMINアドレス）を入力
- [Verify username]ボタンをクリック



以下のような画面が表示された場合

Username:

CANNOT RESET PASSWORD FOR "sidai.taro@med.osaka-cu.ac.jp"

The username "sidai.taro@med.osaka-cu.ac.jp" cannot be reset due to one of the following reasons: 1) It is not a valid REDCap username, 2) You have not yet set up a security question for your REDCap account, or 3) The password for this user is not able to be reset in REDCap because it can only be reset using an outside resource at your institution.

If you are not sure what to do now or are not sure where or how to reset your password for this account, please contact your [REDCap administrator](#).

➤ ユーザIDの入力が誤っていないか確認を！

解決しない場合は、初回ログイン手順4の「秘密の質問を設定していない」事が原因です。ユーザID発行の担当者経由で、大阪市立大学のREDCapヘルプデスクにお問合せ下さい。

4. 秘密の質問の回答を入力

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Please answer the security question below.

What was your childhood nickname?

自分が選択した
← 秘密の質問が表示される

- 秘密の質問を入力（大文字小文字の区別なし）
- [送信]ボタンをクリック

5. パスワードリセットのメール送信の完了

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✓ **SUCCESS!** You correctly answered the security question. An email has just been sent to the email address associated with your REDCap username, and the email contains a link to allow you to reset your password. "sidai.taro@med.osaka-cu.ac.jp".

(Please do not refresh this page, as it will re-send the email with a new password.)

6. メールの受信

差出人 redcap@med.osaka-cu.ac.jp
件名 REDCap password reset 14:35
宛先 ユーザID申請時アドレス（施設アドレス or UMINアドレス）

[This message was automatically generated by REDCap]

Your REDCap password has been reset for the user "sidai.taro@med.osaka-cu.ac.jp". Click the link below to set your new password and log in.

[Set your new REDCap password](#)

If you have any questions, please contact REDCapサポート窓口 at redcap@med.osaka-cu.ac.jp.

- メールの件名は異なりますが、基本的な操作は初回ログインと同じになります。
- 初回ログインの手順を参考に、設定下さい。
- パスワードリセット上の注意事項
REDCapでは、過去に使用したパスワードのうち、直近5世代分は設定できません。