



eduID

LOGGA IN

eduID är enklare och säkrare
inloggning.

Skapa ett eduID och koppla det till din identitet för att kunna
komma åt flera olika tjänster och organisationer inom högskolan.

eduID gör det enklare för dig eftersom du bara behöver komma ihåg ett lösenord
och säkrare för skolorna eftersom det är kopplat till en riktig individ.

SKAPA DITT EDUID

Om du redan har ett eduID kan du logga in [här](#)

Du kan läsa mer om eduID på [Sunet](#)

Quick reference guide to create your eduID needed to enter data in the eCRF of Princess 2

Visit <https://eduid.se>



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Start by changing language, if needed



LOG IN

eduID is easier and safer login.

Create an eduID and connect it to your identity to gain access to services and organisations related to higher education.

eduID is easier for you because you only have to remember one password and safer for the Universities because it is connected to a real individual.

CREATE YOUR EDUID

If you already have eduID you can log in [here](#).

You can read more about eduID at [Sunet](#)

Click "CREATE YOUR EDUID"

Register your email address to create your eduID.

Once you have created an eduID you will be able to log in and connect it to your identity.

Email address*

CREATE EDUID


Enter your preferred e-mail address and click "CREATE EDUID"

Confirm that you are a human.

As a protection against automated spam, you'll need to confirm that you are a human.

Use a validation service provided by a third party



 Generate a new image

Enter the code from the image

CANCEL

CONTINUE

Confirm by entering the
validation code

The following generally applies:

- that all usage of user accounts follow the laws and by-laws of Sweden,
- that all personal information that you provide, such as name and contact information shall be truthful,
- that user accounts, password, security keys and codes are individual and shall only be used by the intended individual,
- that SUNET's ethical rules regulate the "other" usage.

SUNET judges unethical behaviour to be when someone:

- attempts to gain access to network resources that they do not have the right to
- attempts to conceal their user identity
- attempts to interfere or disrupt the intended usage of the network
- clearly wastes available resources (personnel, hardware or software)
- attempts to disrupt or destroy computer-based information
- infringes on the privacy of others
- attempts to insult or offend others

Any person found violating or suspected of violating these rules can be disabled from edulD.se for investigation. Furthermore, legal action may be taken.

CANCEL

I ACCEPT

Read and accept the terms
and conditions

Verification of email address

Enter the six digit code sent to **anna-sofia.hallberg.borjesson@ki.se** to verify your email address. You can also copy and paste the code from the email into the input field.

The code expires in 09:37

CANCEL

After you've accepted the terms you will receive an email with a six digit verification code. Enter the code and the page will automatically redirect you to the completion stage.

You have completed the registration for eduID.

These are your login details for eduID. A password has been generated for you. Save the password. Once you've logged in you can change your password.

Email address

anna-sofia.hallberg.borjesson@ki.se

Password

gor0 aul3 uoty

[Go to eduID](#)

[LOG IN](#)

eduID will generate a password that you use for the first log in.

Click either LOG IN or Go to eduID

Logga in

E-postadress*

anna-sofia.hallberg.borjesson@ki.se

Lösenord*

gor0 aul3 uoty

DÖLJ

AVBRYT

LOGGA IN

OR ANNAM ENHET

Glömt ditt lösenord?

Har du inte eduID? Registrera

Kom ihåg mig på den här enheten



Enter your email address and the auto-generated password. Log in.

🏠 Start

Welcome, **anna-sofia.hallberg.borjesson@ki.se!**

Make the most out of eduID by reviewing your information.

Your identity verification progress



Your identity is not verified.

Please see the recommended actions below.

Recommended actions for you

To get the most out of eduID we recommend that you follow the below recommendations.

👤 Add your name ▾

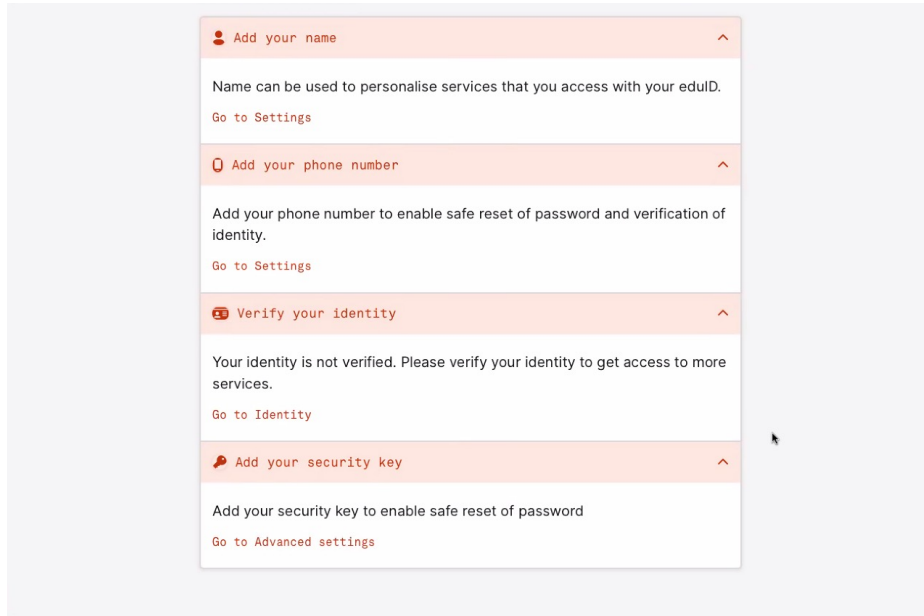
📞 Add your phone number ▾

🔒 Verify your identity ▾

👤 Add your secondary email ▾

Just some finishing settings left to complete!

Use the dropdown-menus to add your name, add your phone number, verify your identity and more.



The screenshot shows a settings menu with four items, each with a red header bar and an expand/collapse arrow on the right:

- Add your name** (person icon): Name can be used to personalise services that you access with your eduID. [Go to Settings](#)
- Add your phone number** (phone icon): Add your phone number to enable safe reset of password and verification of identity. [Go to Settings](#)
- Verify your identity** (ID card icon): Your identity is not verified. Please verify your identity to get access to more services. [Go to Identity](#)
- Add your security key** (key icon): Add your security key to enable safe reset of password. [Go to Advanced settings](#)

Start by going to Settings
to change your
autogenerated password to
one of your choice

Logga in

Välkommen tillbaka, **anna-sofia.hallberg.borjesson@ki.se!** [Inte du?](#)

Användarnamn

anna-sofia.hallberg.borjesson@ki.se

Lösenord*

gor0 aul3 uoty

DÖLJ

AVBRYT

LOGGA IN

ANMAN ENHET

[Glömt ditt lösenord?](#)
[Har du inte eduID? Registrera](#)

Kom ihåg mig på den här enheten



To change your password you will be asked to log in again.

Change your current password

Current password

••••••••••

Tip: Choose a strong password

- Use upper- and lowercase characters, but not at the beginning or end
- Add digits somewhere, but not at the beginning or end
- Add special characters, such as @ \$ \ + _ %
- Spaces are ignored

Enter new password

••••••••••

Strong password

Repeat new password

••••••••••

Suggest a password for me

CANCEL

SAVE

Use the recommendations listed to choose a strong password. Not until you've created a password strong enough, will you be able to SAVE.



anna-sofia.hallberg.borjesson@ki.se

Start / Settings

Manage your eduID settings

Update your eduID account settings, change password or delete your eduID.

Name & language

This information may be used to personalise services that you access with your eduID.

No information has been added.

ADD

Email addresses

You can connect one or more email addresses to your eduID.

anna-sofia.hallberg.borjesson@ki.se

PRIMARY

+ add more

Mobile phone numbers

You can connect one or more mobile phone numbers to your eduID.

+ add more

Continue to add name,
language, phonenumber
etc in Settings

Start

Welcome, **Anna-Sofia Hallberg Börjesson!**




Make the most out of eduID by reviewing your information.

Your identity verification progress

 **Your identity is not verified.**
Please see the recommended actions below.

Recommended actions for you

To get the most out of eduID we recommend that you follow the below recommendations.

-  Add your phone number
-  **Verify your identity**
- Your identity is not verified. Please verify your identity to get access to more services.
[Go to Identity](#)
-  Add your security key

Proceed to verify your identity under Identity in the drop down menu in the top right corner

Start / Identity

Connect your identity to your eduID

Some services need to know your real life identity. Connect your identity to your eduID to get the most benefit from

Choose your principal identification method

- Swedish personal ID number
With a digital ID-card / By post / By phone
- EU citizen
With eIDAS electronic identification
- All other countries
With Svipec ID cryptographic identity verification

SUNET ©2013-2023 [Help](#) Svenska

Choose which alternative is most applicable to you. In this tutorial we chose "EU citizen"

Svenska

Choose your eID country

eduID has requested authentication of your identity using an eID from another country outside of Sweden.



I can not find my eID country

I am a Swedish citizen living abroad, which country should I choose?

Chose your country and continue with following the instructions to verify your identity

You're done!

Visit <https://redcap.ki.se>



 Inloggning via din organisation

For support, please contact redcap@ki.se.

Access to REDCap - Karolinska Institutet

Find Your Institution

Your university, organization or company

Examples: Science Institute, Lee@uni.edu, UCLA

Remember this choice [Learn More](#)

Seamless Access.org [About Us](#) [English](#)

Search for eduID

Access to REDCap - Karolinska Institutet

Find Your Institution

Your university, organization or company

Examples: Science Institute, Lee@uni.edu UCLA
 Remember this choice [Learn More](#)

- [eduid Sweden](#)
- eduid Sri Lanka
- SWITCH edu-ID
- eduid-INDIRE
- University of Pannonia
- eduidAfrica Proxy IdP
- eduidhu Virtual Home (VHO)
- AAl@EduHr Single Sign-On Service

Chose edUDI Sweden

Log in

Use eduID to access **REDCap - Karolinska Institutet**

Welcome back, **Anna-Sofia Hallberg Börjesson!** [Not you?](#)

Username

anna-sofia.hallberg.borjesson@ki.se

Password*

enter password

SHOW

CANCEL

LOG IN

OTHER DEVICE

[Forgot your password?](#)
[Don't have eduID? Register](#)

Remember me on this device



REDCap welcomes you
back and asks for your
login details

[Log out](#)

🔒 Basic User Information Form

Before accessing REDCap, we first need to obtain some basic information about you. Please enter ALL the fields below and then hit the Submit button. Once this information is saved, you can change it any time by navigating to the Profile page, which you will find the link to at the top right of every page.

Username: **annah8@ki.se**

First name:

Last name:

Email:

Re-enter email:

NOTE: The email address entered above will first need to be verified before access to REDCap is granted. After clicking the Submit button, an email will be sent to that email account, after which you will need to click the link inside the email to verify your email account before accessing REDCap.

Enter the basic information
regarding your name and
email address

[Log out](#)

✓ Account created / Verification email sent

Your REDCap account has now been created. But to complete the account setup process, you will need to confirm your email address by checking your email account anna-sofia.hallberg.borjesson@ki.se for the account verification email sent by REDCap, and follow its instructions. You will not be able to fully access your REDCap account until the setup process has been completed. Thank you!

 [Check your email account **anna-sofia.hallberg.borjesson@ki.se**](mailto:anna-sofia.hallberg.borjesson@ki.se)

Your account is created
and a verification email is
sent to you.
Follow the instructions in
the email.

✔ Email account verified!

[Log out](#)

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

[Access REDCap](#)

2.

📌 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](#)



1.

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.

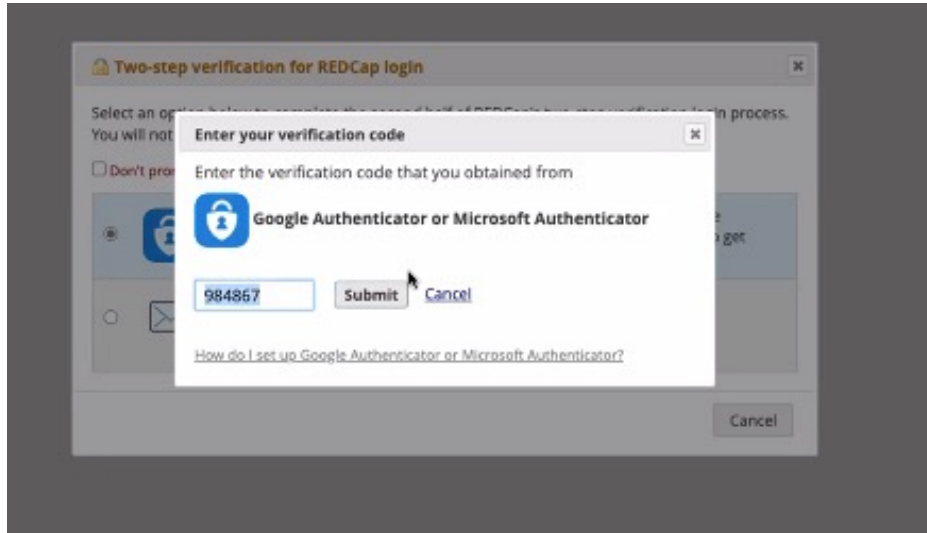
Account: [amaha@ki.se@redcap.ki.se](#)
Key/secret: [E7401PWWL77LQW3](#)

3) Use the app when you log in to REDCap

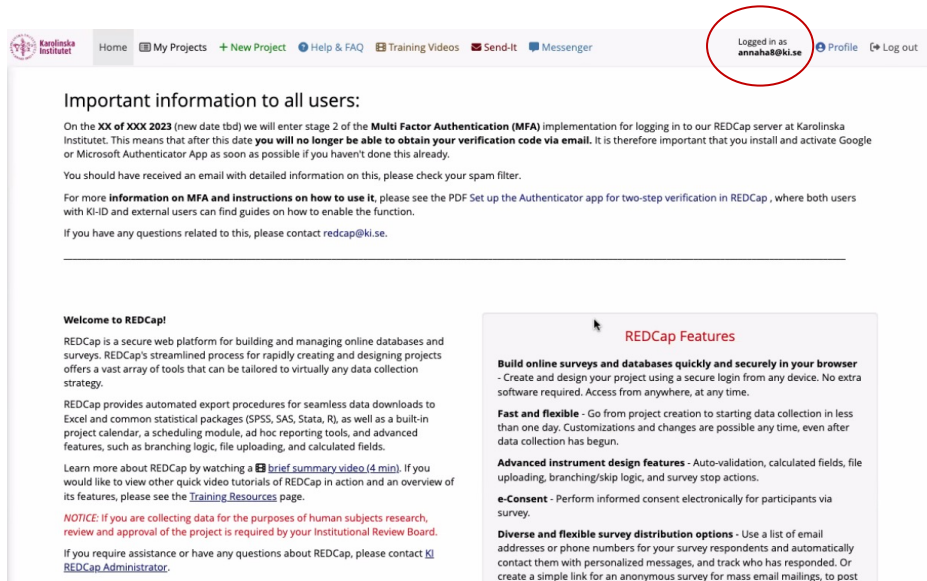
After you have scanned the QR code using the Google Authenticator or Microsoft Authenticator app, you can open the app at any time in the future to obtain your verification code for REDCap. The verification code is always changing, so it will be different each time you log in. **NOTE: The app does not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

REDCap asks for a two step verification. Use Google authenticator or Microsoft authenticator to secure your account. Open the app and scan the QR code(1).

A six digit code emerges allowing you to click Access REDCap (2) and submit it.



Continuation from previous slide



Home My Projects + New Project Help & FAQ Training Videos Send-It Messenger

Logged in as **anna@ki.se** Profile Log out

Important information to all users:

On the **XX of XXX 2023** (new date tbd) we will enter stage 2 of the **Multi Factor Authentication (MFA)** implementation for logging in to our REDCap server at Karolinska Institutet. This means that after this date **you will no longer be able to obtain your verification code via email**. It is therefore important that you install and activate Google or Microsoft Authenticator App as soon as possible if you haven't done this already.

You should have received an email with detailed information on this, please check your spam filter.

For more **information on MFA and instructions on how to use it**, please see the PDF Set up the Authenticator app for two-step verification in REDCap , where both users with Ki-ID and external users can find guides on how to enable the function.

If you have any questions related to this, please contact redcap@ki.se.

Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [Ki REDCap Administrator](#).

REDCap Features

- Build online surveys and databases quickly and securely in your browser** - Create and design your project using a secure login from any device. No extra software required. Access from anywhere, at any time.
- Fast and flexible** - Go from project creation to starting data collection in less than one day. Customizations and changes are possible any time, even after data collection has begun.
- Advanced instrument design features** - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.
- e-Consent** - Perform informed consent electronically for participants via survey.
- Diverse and flexible survey distribution options** - Use a list of email addresses or phone numbers for your survey respondents and automatically contact them with personalized messages, and track who has responded. Or create a simple link for an anonymous survey for mass email mailings, to post

Congratulations! You are successfully logged in to REDCap!

Please note! Within the red circle you will find your username at REDCap. Please send an email containing these details to trial@princess2.org