

DBIC REDCap Registration

Instructions

1. Log In

1. Log into the DBIC REDCap database (URL: <https://jedicap.dartmouth.edu/dbic/>). You will need to log in using your NetID and password.
 2. Use either:
 - The Mac in the MRI suite, or
 - Your own computer.
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2. Register a Dartmouth-Affiliated Participant

1. Select **"Yes"** when asked if the participant is Dartmouth-affiliated.
 2. Click **Search**.
 3. Enter the participant's **Dartmouth ID (NetID)**.
 4. Click **Search** again.
 5. Review the results:
 - If the participant is **new**, a **Subject ID (SID)** will be assigned.
 - If the participant already exists, their **SID will be displayed**.
 6. Select your project's **DBIC study number**.
 7. Click **Create Accession Number**.
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3. Register a Non-Dartmouth Participant

1. Select **"No"** when asked if the participant is Dartmouth-affiliated.
2. Enter the following information:
 - First name
 - Last name
 - Date of birth (DOB)
3. Click **Search**.

For New Participants:

1. Complete the required fields:
 - Gender
 - Ethnicity
 - Race
 - Phone number
 - Email
2. Select your project's **DBIC study number**.
3. Click **Add Subject**.

For Existing Participants:

1. Select your project's **DBIC study number**.
2. Click **Create Accession number**.