

Establishing your Credentials for the D-TEC Tool

In order to access the D-TEC tool, you will first need to complete several steps to establish credentials at the University of Iowa (UI). Note that these steps are sequential... they must be taken in turn and you cannot “skip ahead” in the process.

1. Request a HawkID

The first thing that you need to do is submit a request for a *HawkID* (that is the Username that you will eventually use to login to the REDCap system at UI). HawkIDs are unique to individual users and must not be shared with others. To start that request process, send an email to Kim Merchant (kimberly-merchant@uiowa.edu) and include the following pieces of information:

Information:	If Kim was responding:
<ul style="list-style-type: none">○ First name○ Last name○ Email○ Job title○ Department within organization○ College / organization○ Institution○ Phone number	Kim Merchant kimberly-merchant@uiowa.edu Research Specialist Health Management and Policy College of Public Health University of Iowa 555-123-4567

Note that the telephone number must be unique (i.e., it cannot be a general purpose department phone number). Some time after providing this information (this could be a working day later) to Kim, you will receive an email from UI inviting you to create your HawkID. That email will resemble the one shown below:

<p>Greetings, You have been invited to create a HawkID at the University of Iowa by Marissa Lyon. <i>Hello, Once your HawkID is created and your Duo 2-step verification has been set up, you will be able to log into Iowa REDCap at https://redcap.icts.uiowa.edu/redcap/ Marissa REDCap Team</i></p> <p>A HawkID is your personal identification and is used to access most online services at the University of Iowa. Your HawkID acts as your username, is unique, and remains with you indefinitely.</p> <p>Please complete the HawkID set-up process to create your account.</p> <p>If you are unable to access the set-up link, navigate to https://iam.uiowa.edu/accounts/create/. Your invitation token is XYZZ4. This invitation will expire on 8/16/2023. If you have any questions, please contact the ITS Help Desk.</p> <p>ITS Help Desk 2800 University Capitol Centre, Iowa City, Iowa 52242 Office: 319-384-HELP (4357)</p>

2. Create your HawkID

Click on the “HawkID set-up process” link in the email to go to a website where you will provide some additional information necessary to complete your request for a HawkID. Note that this is where you will need to create a password that you will use with your HawkID.

Shortly after submitting that information, you should receive another email from UI providing you with your HawkID:

Greetings,

You have successfully created a HawkID at the University of Iowa.

HawkID: hawkid

University ID: 12345678

The HawkID is your username. Use it wherever you're prompted to log in at the University of Iowa. You'll also need to remember your University ID to change or reset your password. Please save this email for your records, or write it down somewhere so you don't forget it.

To change (or reset) your password you can use the [HawkID Tools](#). If you have any other questions, please contact the ITS Help Desk.

ITS Help Desk

2800 University Capitol Centre, Iowa City, Iowa 52242

Office: 319-384-HELP (4357)

its.uiowa.edu/helpdesk

Please tell us how we're doing in a [brief survey](#)

Please send another email to Kim letting her know what your HawkID is (not your password) so we can reconcile our records.

3. Set up Duo Security

Most computer systems providing access to secure data now require something call “two-factor authentication”. Under this process, you use your userid (HawkID in this case) and password to log into a computer system (that’s the first factor), and then you verify your identity complete your login using a device that only you control – usually your phone (that’s the second factor). The University of Iowa uses a system called “Duo Security” for two-factor authentication (many of you may already be familiar with this). For more information on this, see <https://its.uiowa.edu/duo>.

There are several steps to setting up Duo Security for your use:

1. Download the Duo Mobile app on your phone or tablet.
2. Log in to the Account Center with your HawkID and password to set up and manage your Two-Step Login account.
3. Follow the instructions to add your phone or tablet and set up Duo Mobile.

Detailed instructions (including a helpful “How-to” video) for these steps can be found at <https://its.uiowa.edu/support/article/106591>.

4. Good to go!

Those are all of the steps necessary to establish your login at the University of Iowa. You are now able to start working with the D-TEC data collection tool. Start with “How to Get Started” in the D-TEC User Manual.