How to Add/Remove Study Staff
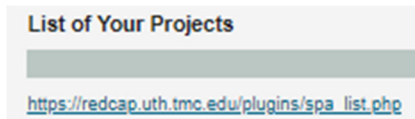
1. **Go to SPA Card webpage** https://www.uth.edu/sponsored-projects-administration/manage/clinical-trialsresearch/spa-cards-program

2. **Look for the "List of Your Projects"**

   List of Your Projects

   https://redcap.uth.tmc.edu/plugins/spa_list.php

3. **Click on the link under "List of Your Projects" (copy of link below)**
   https://redcap.uth.tmc.edu/plugins/spa_list.php

4. **You will receive a message to log into Redcap**

   a. You will be prompted to enter your UTHealth User ID and password.

      i. If Error occurs, see guidance document "How to Set Up a RedCap account"

5. **You will now see the "SPA Card Activation/Reordering Portal" web page**
   a. you will see a list of all studies in which you have SPA Card accounts

6. **Select applicable study**

7. **Click on "*Modify Study Details and Users*"**

   Study: Test A 10.08.20 One Time (ID:kp)

   Activate/Fund Cards   Reorder Cards   Funding History Report   Modify Study Details and Users

   a. _____

8. Edit data in the "SPA Card-Update Study Info" page

SPA Card - Update Study Info
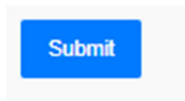
Study Title
Test A 10.08.20 One Time

Sponsor
KP

Department
KP

IRB #
kp

	Username	First Name	Last Name	Email	Phone
PI	kparks3	Kristin	Parks	kristin.parks@uth.tmc.edu	
SC	hmumtaz	Hira	Mumtaz	Hira.mumtaz@uth.tmc.edu	
Admin	hgoodrum	Heath	Goodrum	heath.goodrum@uth.tmc.ec	

Add Additional Admin

Submit

9. Click on "Submit"

Submit

*The people listed on this page are the study staff who will be able to access SPA Card Project Funding pages and Reports.