

1. Registering and managing your account

Researchers can begin the signing up process, log in to an existing AMS account or request a password and/or username reset via the <u>AMS Log in page</u>.

1.1. Creating an AMS user account

• Click 'Sign up to access UK Biobank resources' to start the signing up process:

biobank" AMS WF053	
Welcome to the U	K Biobank Access Management System
	Log in
Username:	
Password:	
	Log in
	Forgot your password? Forgot your username?
	or
	Sign up to access UK Biobank resources

- Complete the Sign up form with your first and last names, a current valid email address and a password that meets our security requirements. **PLEASE NOTE: ONLY USE ENGLISH CHARACTERS.**
- Your email address will automatically be selected as your username unless you choose to change it.
- Once you have provided all your details, click 'Sign up'.

Sign up
Enter the email address that will be used to send you a verification message and can be used to login.
First name*
Last name*
Email address* 🛛 User name
Your email address will be your username unless you, optionally, choose a new username (you can do this now or later) Password
Passwords must be at least 12 characters long with some of: uppercase letters, lowercase letters, digits, and punctuation.
I'm not a robot
Sign up Cancel

Once you have successfully signed up, you will be navigated to the screen below and an activation email will be sent to the address provided in your registration.
 Note: If you do not appear to have received the activation email, please be sure to check your





Click on the 'Activate my registration' hyperlink in the email to activate your AMS account.
 Note: This hyperlink will expire after 24 hours. If your link expires before you have activated your registration, you should return to the AMS login page and repeat the sign up process to receive a new activation email.

Note: Your account will not be active until you have confirmed your email address by clicking the link provided in the email.

From: amsportal@ukbiobank.ac.uk, To:	Date
Dear	
Thank you for signing up to access the UK Biobank reso	urce and we look forward to welcoming you.
To complete the sign up process, please confirm your em registration	nail address by clicking on this link - Activate my
This will take you back to the sign in page where you can continue the registration process.	use your username and password created to
Please do not reply to this email address as it is a system contact the UK Biobank access team on access@ukbio	-generated email. In case of difficulties, please bank.ac.uk
Kind regards,	
UK Biobank Access Team	

- Following the link within the email will automatically direct you to the AMS log in screen.
 Note: If you do not receive an activation email, you should return to the AMS login page and repeat the sign up process to receive a new activation email.
- Log in to the AMS using the username and password you provided during sign-up:

biobatik AMS WF053	
Welcome to the U	IK Biobank Access Management System
	Log in
Username:	
Password:	
	Log in
	Forgot your password? Forgot your username?

• When you log in for the first time, you must click the 'Registration' link and enter your details on the Registration page:





1.2. Registration

• Complete the Registration Form.

Note: Fields marked with an asterisk are mandatory and must be provided in order to proceed with your registration.

Note: It is advised to provide as much information as possible during the registration process so the AMT are able to successfully confirm your *bona fides*.

bioban	AMS WFD54	. 🕒 Log out
Registration		
Items marked with a $lpha$ are required to submit registration.		
If you have any problems with Registration or you have any question	lease see our Online Help or contact the Access Management Team	
	Personal details	
The purpose of the registration form is t	allow UKBiobank to determine that you are a bona fide researcher. For this, we require brief contact details and a summary of professional histo	ry.
Title:	•	* *
Last name:		*
First name:		*
Middle name:		
Gender:		•
Phone number:		*
	(If not a UK number, please include international dialling code)	
Alternative phone numbers:		

- PubMed references should be cited using the 7-9 digit reference number for each PubMed entry.
- Please attach an electronic copy of your CV/resume and details of any complaints that have been raised against you in the last 3 years.

Note: Documents attached to your registration must be in a .pdf format.

- If you have a personal profile on your institute website, please provide the link to this page.
- Select your primary institute from the drop-down list. If your primary institute is not listed as an existing institute you can add it to AMS by clicking 'Click if not listed'.

	Professional details		
Please provide up to 5 PubMed references (if	f available):		
Browse			
Personal profile link 🔮			
Please provide a copy of any complaints that	thave been raised against you in the last 3 years		
Browse			
	Details of the Institute at which you plan to use UK Biobank Resources		
Name of primary Institute:		- *	Click if not listed
	Start typing and select an Institute from the list if possible.		
Email address at this Institute:		*	
Position (e.g. Research Fellow):		*	
Department:			
	Please add any other institute(s) at which you plan to use the UK Blobank Resource by using the 'Add Institute' button below.		
	Add Institute		



- To add a new institute, you must populate the screen shown below with the appropriate information.
 - All fields in the new institute area are free-form entry text fields. Some fields will provide suggestions as you type.

Note: Fields marked with an asterisk are mandatory.

Note: Please use your institute's full <u>legal entity</u> name only and provide as much information as possible so the AMT are able to verify your institute.

Note: If you select the 'Click if not listed' button by accident, pressing it a second time will enable you to select a pre-existing institute.

Name of primary Institute:	Click If not listed
	Start typing and select an institute from the list if possible.
Institute name:	
Town/City:	
County/State:	
Country:	· · · ·
Website:	
Email address at this Institute:	•
Position (e.g. Research Fellow):	•
Department:	

• If you belong to more than one institute, the 'Add Institute' button can be used, which will enable you to enter a second institute. You can repeat this step as many times as necessary:



- You must agree to comply with the UK Biobank Terms and Conditions of Access before you can submit your registration.
 - Terms and conditions can be accessed using the hyperlink at the bottom of the Registration page.

Is there anything else you wish to tell us about your registration request?
Terms and conditions
agree to comply with all Terms and Conditions of Access
Submit registration Save and continue later Cancel and don't save changes Once your registration is submitted, it will be reviewed by our staff and cannot be edited while review is ongoing.

• Click on 'Submit registration'. A message will display stating 'Your registration is under review':

	biob	ank	AMS	WF055	🕒 Log out
Home Profile Messages Log out				Your registration is under review Your registration details are under review by the Access Management Team and currently cannot be changed. Please check your messages regularly to see if there are any questions from the Access Management Team about your registration.	
				SuccessI Registration form saved	



- Once your registration has been submitted, the AMT will review your details to confirm you as a *bona fide* researcher; we aim to complete our checks within 10 working days although this can be higher if we receive a large volume of submissions.
 - If the AMT require further information (for example a CV or profile page was not provided) this will impact on the time taken to approve registrations.
- You will receive a Message in AMS if the AMT has any questions, or to inform you of registration approval. Messages can be accessed via the left hand menu of the AMS screen (as shown in the above image).
- When your Registration is approved you will be able to submit an application. On the left hand menu you will be able to see further sections called 'Applications', 'Projects' and 'Showcase' which are covered later in this Guide.

1.3. Amending Existing Details

• After your Registration has been approved, you will be able to amend your contact details if/when necessary. This can be done using the 'Profile' tab on the left side of the page:

Home	
Profile	Welcome to the UK Biobank AMS
Messages	This Web portal supports the process for obtaining access to the UK Biobank resource. The system has been designed to be straightforward and easy to use, guiding you through your application and enabling communication with the Access Management team when assistance is needed.
Applications	Please keep your profile up-to-date using the link on the left hand navigation bar, particularly with your current institute and contact
Projects	details.
Showcase	If you have any questions or need general assistance, please message the Access Management team.
	Useful links
Log out	Please familiarise yourself with the UK Biobank Access Policy and Procedures before starting an application.
	For more details on how to use Data Showcase, please read the User Guide.
	System Status: All Systems Online
	Comments: There will be a planned system outage on Sunday, 26th October from 10pm to midnight for routine maintenance.
	Time is 13-Nov-2017 16:10:44. User is alice myers.

- Please be aware that any changes to your details must be validated by the AMT. You will not have access to any of your current applications until your new details have been checked by the AMT).
- To submit a change of details, enter your updated details in the relevant text box and then click 'Save changes'. Below is a redacted example of the profile screen:

Home		
Profile	Title	•
Messages	First Name	
Applications	Middle Name	
Projects	Last Name	
Showcase	Gender	•
Log out	Preferred phone number	
	Other phone numbers	
	Username	
		You will be logged out if you change your username.
	Contact email	
		Save changes Cancel
	Researcher's Institutes	
	Name	Position Department Email
		Add

• This screen can also be used to add or remove an institute.



 IMPORTANT: If you need to remove an institute please ensure you add your new institute FIRST – if you have no institutes named against your account the AMS will automatically lock your account. If this happens, please contact the AMT for guidance. Click 'Save changes' to submit your changes or 'Cancel' to stop your actions.

1.4. Forgotten Password or Username and Change Password

 If you have forgotten your AMS password or username, you can retrieve these by clicking 'Forgot your password?' or 'Forgot your username?':

Welcome to the L	JK Biobank Access Management System
	Log in
Username:	carolyn.low
Password:	
	Log in
	Forgot your password? Forgot your username?

Clicking 'Forgot your password?' will redirect you to the page below. Enter the username that you
selected at sign up (this will be your email address if you did not specify a username) and AMS will send
a reset password link to your registered email address:

Forgotten password Please enter your username. A reset password link will be sent to the email address you provided at sign up.		
User name		
Send Cancel		

• Clicking the 'Forgot your username?' button will redirect you to the page below. Enter the email address you provided at sign up and AMS will email you with your user name:

Forgotten username			
Please enter the email address you provided at sign up. Your username will be sent to this email address.			
Email address*			
1			
Send Cancel			

• You can also change your password while logged in to AMS. Click the icon highlighted below, then click 'Change password':





1.5. Collaborator Invitations

If you have been named as a Collaborator on an application you will be notified via an AMS Message when the application is submitted.

- The Applicant PI will not be able to add researchers to applications until the researchers are registered (and approved) with UK Biobank.
- By opening the Application Number hyperlink you can read the Application but you will not be able to make amendments unless you have been assigned delegate access by the Applicant PI.
- Click the UK Biobank logo to return to your AMS Home Page.

1.6. Accessing Data Showcase

- **PLEASE NOTE:** Reduced fee applications for Low-Middle Income Countries or Student applications will not be able to access Data Showcase. Data will only be accessible via the Research Analysis Platform (RAP).
- AMS allows the Data Showcase to be accessed, without submitting an application, for the purpose of getting more information than is permissible with the public view.
- Once your registration has been approved, you can navigate to Showcase by clicking the 'Showcase' button in the left tab of the AMS screen and then clicking the 'Go to Showcase' button:

	biobank [*] ans	💄 🕒 Log out
Home Profile	Showcase	
Messages Applications	Go to Showcase	
Showcase		

• For guidance on navigating the UK Biobank Showcase System, please see our <u>UK Biobank Showcase</u> <u>User Guide</u>.