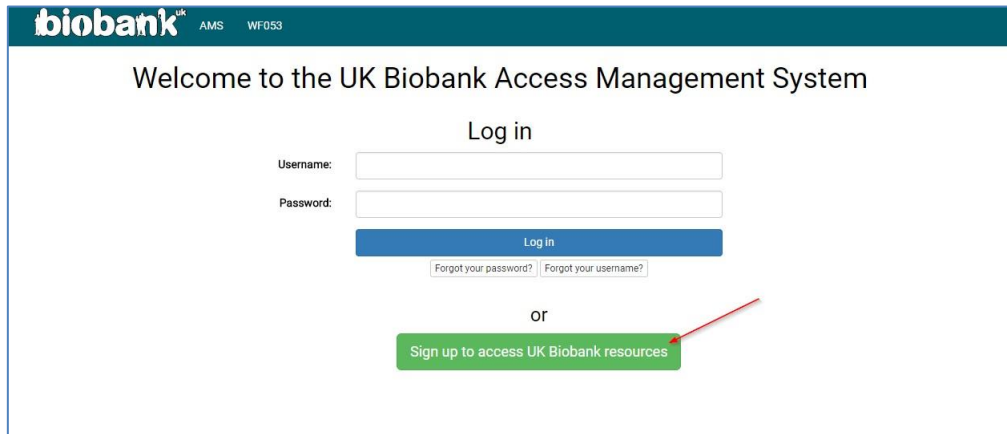


1. Registering and managing your account

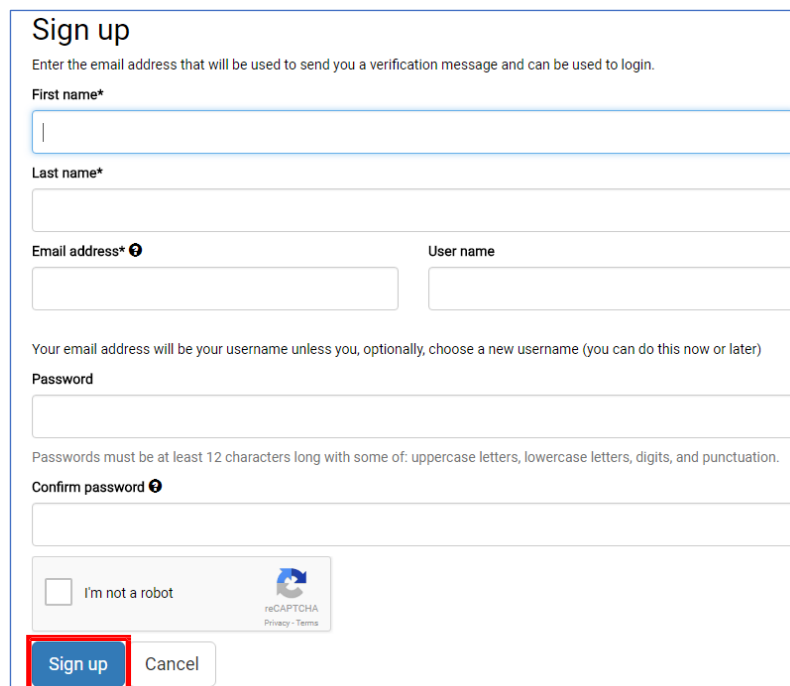
Researchers can begin the signing up process, log in to an existing AMS account or request a password and/or username reset via the [AMS Log in page](#).

1.1. Creating an AMS user account

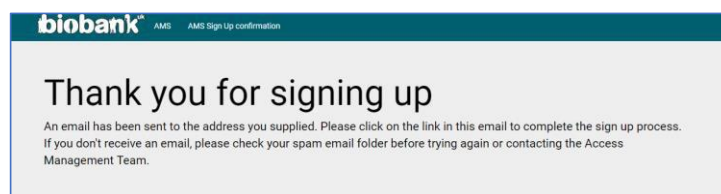
- Click 'Sign up to access UK Biobank resources' to start the signing up process:



- 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'.



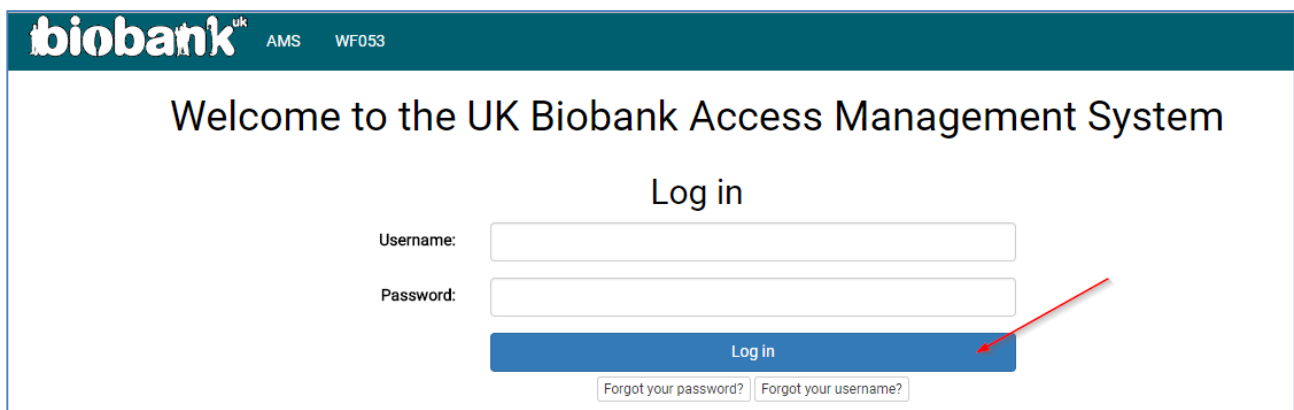
- Once you have successfully signed up, you will be navigated to the screen below and an activation email will be sent to the address provided in your registration.
Note: If you do not appear to have received the activation email, please be sure to check your junk/spam email folder.



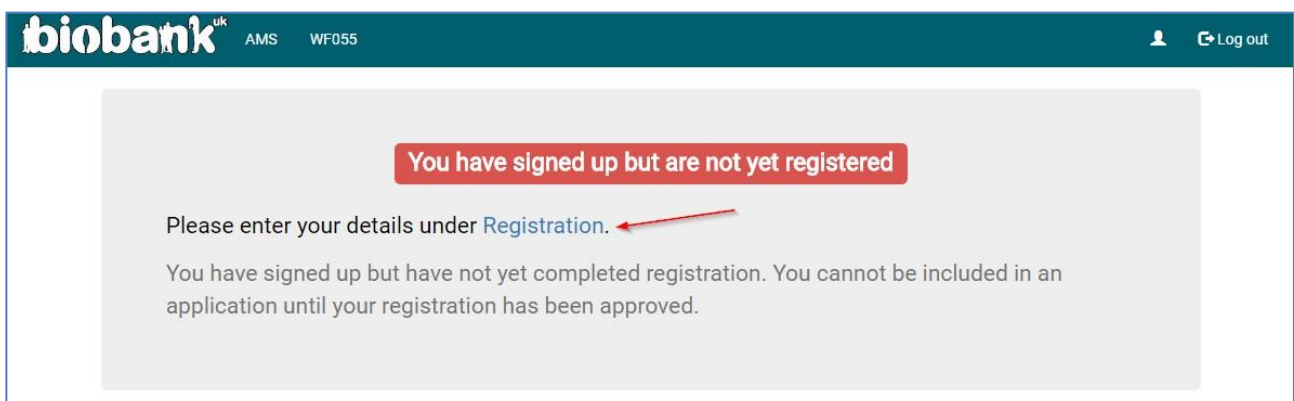
- Click on the 'Activate my registration' hyperlink in the email to activate your AMS account.
Note: This hyperlink will expire after 24 hours. If your link expires before you have activated your registration, you should return to the AMS login page and repeat the sign up process to receive a new activation email.
Note: Your account will not be active until you have confirmed your email address by clicking the link provided in the email.



- 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:



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

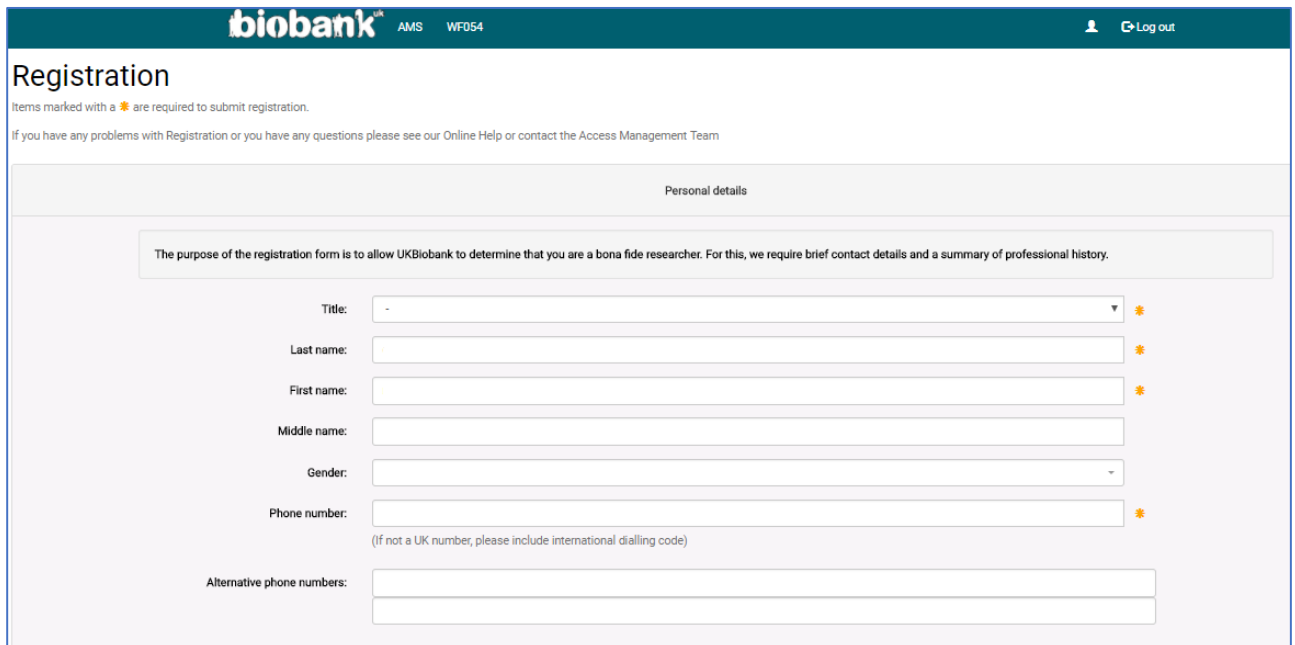


1.2. Registration

- 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*.

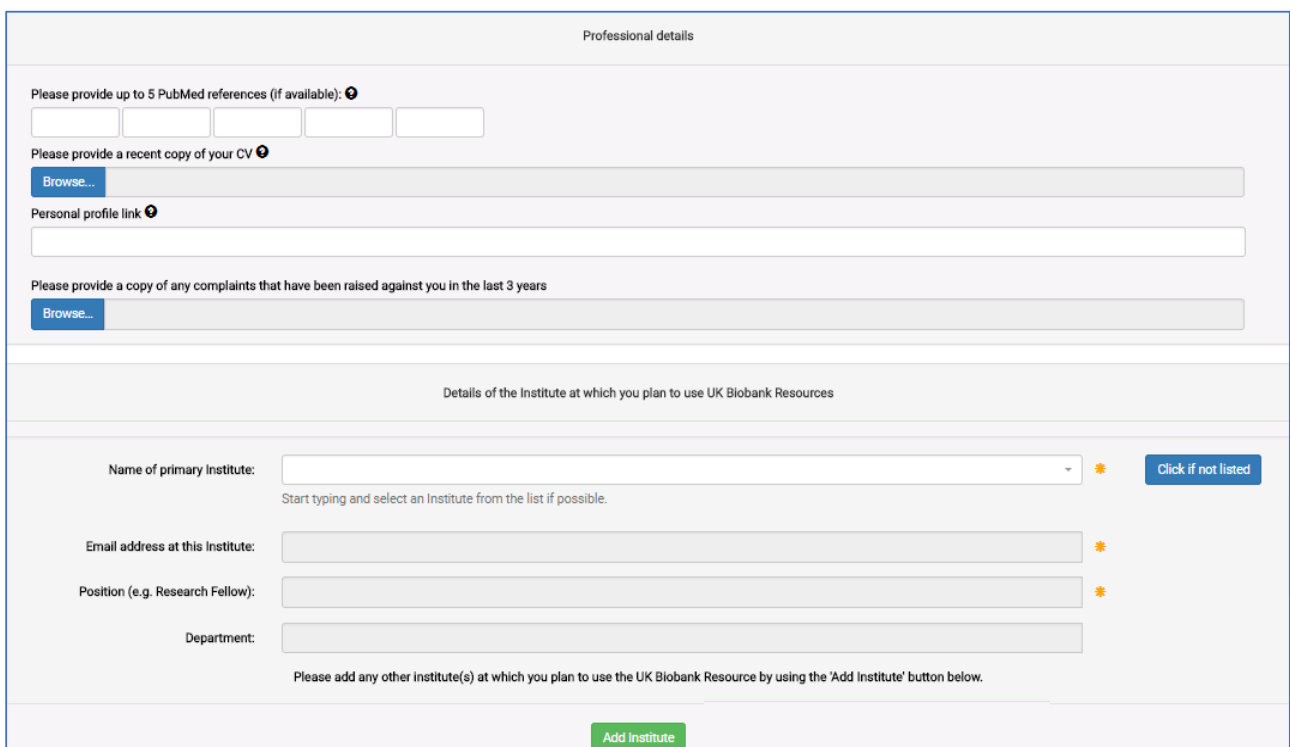


The screenshot shows the 'Registration' page on the biobank website. The header includes the biobank logo, 'AMS WF054', and a 'Log out' link. The main heading is 'Registration', with a note that items marked with an asterisk are required. Below this is a section titled 'Personal details'. A text box explains the purpose of the form: 'The purpose of the registration form is to allow UKBiobank to determine that you are a bona fide researcher. For this, we require brief contact details and a summary of professional history.' The form fields include: Title (dropdown), Last name, First name, Middle name, Gender (dropdown), Phone number (with a note: '(If not a UK number, please include international dialling code)'), and Alternative phone numbers (two text boxes). Asterisks are placed next to the Title, Last name, First name, Gender, and Phone number fields.

- 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'.



The screenshot shows the 'Professional details' and 'Details of the Institute' sections of the registration form. The 'Professional details' section includes: 'Please provide up to 5 PubMed references (if available):' with five input boxes; 'Please provide a recent copy of your CV:' with a 'Browse...' button; 'Personal profile link:' with an input box; and 'Please provide a copy of any complaints that have been raised against you in the last 3 years' with a 'Browse...' button. The 'Details of the Institute' section includes: 'Name of primary institute:' with a dropdown menu, an asterisk, and a 'Click if not listed' button; 'Email address at this Institute:' with an input box and asterisk; 'Position (e.g. Research Fellow):' with an input box and asterisk; and 'Department:' with an input box. A note at the bottom of this section says: 'Please add any other institute(s) at which you plan to use the UK Biobank Resource by using the 'Add Institute' button below.' There is an 'Add Institute' button at the bottom of the form.

- 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 legal entity 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.

(1) You must have an institute specific email address for yourself in this box. We do not accept department or shared email addresses.

- 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:

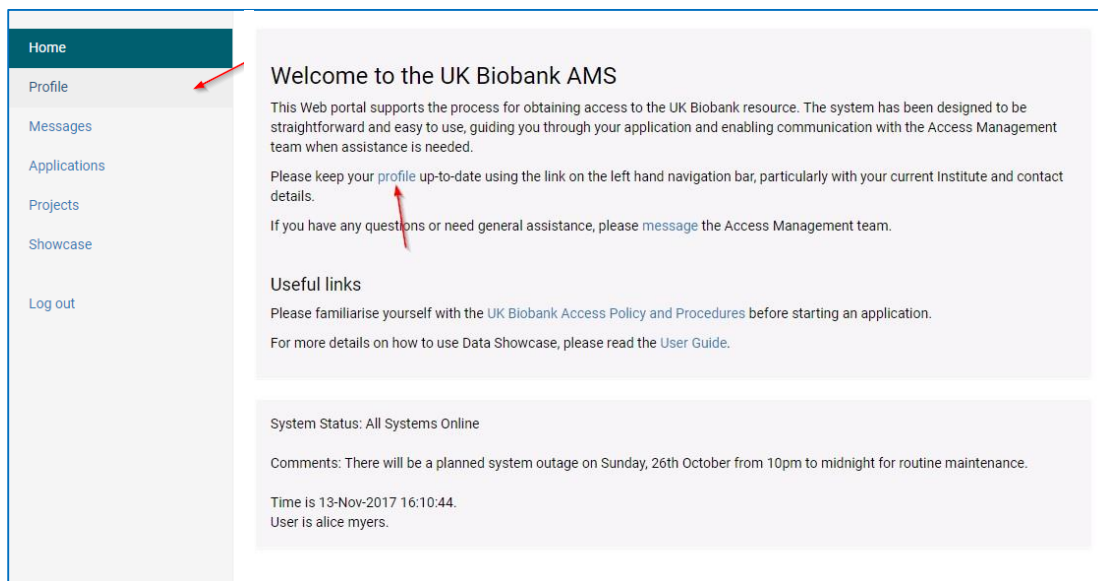
- You must agree to comply with the UK Biobank Terms and Conditions of Access before you can submit your registration.
 - Terms and conditions can be accessed using the hyperlink at the bottom of the Registration page.

- Click on ‘Submit registration’. A message will display stating ‘Your registration is under review’:

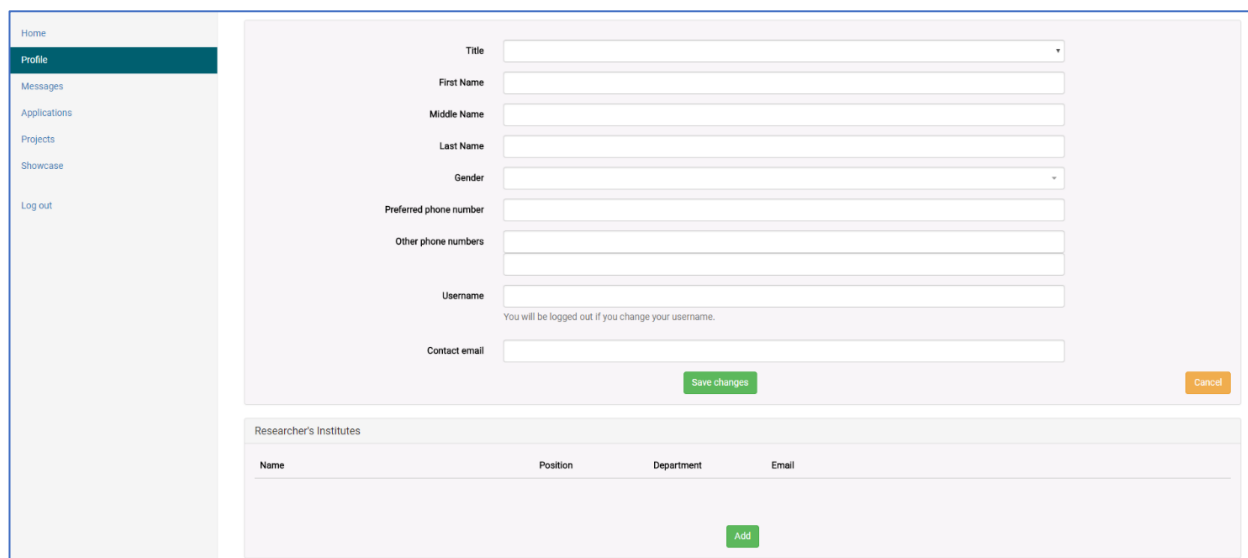
- Once your registration has been submitted, the AMT will review your details to confirm you as a *bona fide* researcher; we aim to complete our checks within 10 working days although this can be higher if we receive a large volume of submissions.
 - **If the AMT require further information (for example 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:



- 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

Messages

Applications

Projects

Showcase

Log out

Title

First Name

Middle Name

Last Name

Gender

Preferred phone number

Other phone numbers

Username

Contact email

Save changes

Cancel

Researcher's Institutes

Name	Position	Department	Email

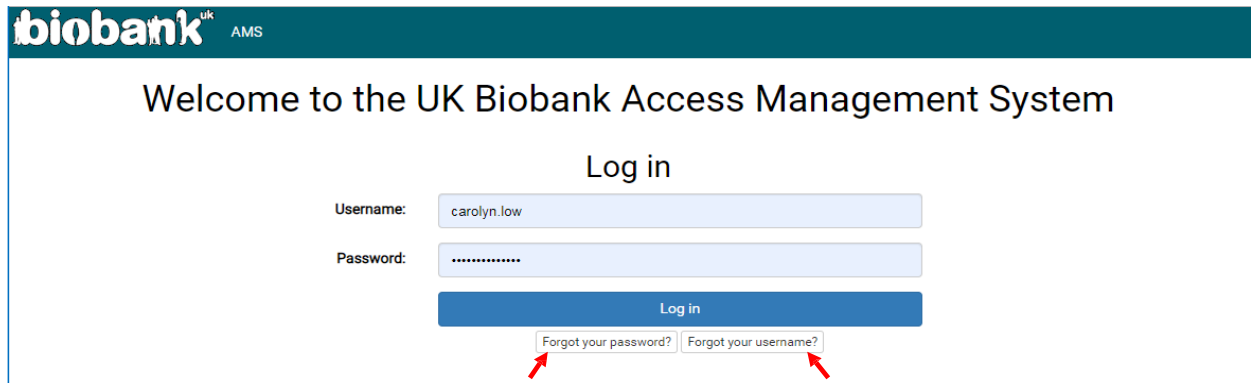
Add

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

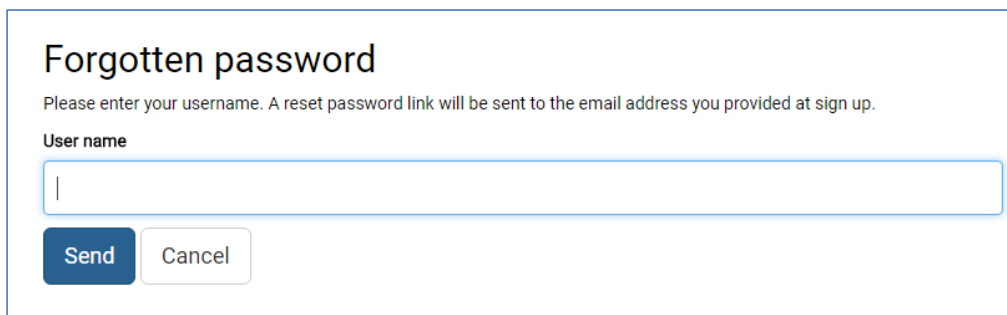
- **IMPORTANT: If you need to remove an institute please ensure you add your new institute FIRST** – if you have no institutes named against your account the AMS will automatically lock your account. If this happens, please contact the AMT for guidance. Click ‘Save changes’ to submit your changes or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

1.4. Forgotten Password or Username and Change Password

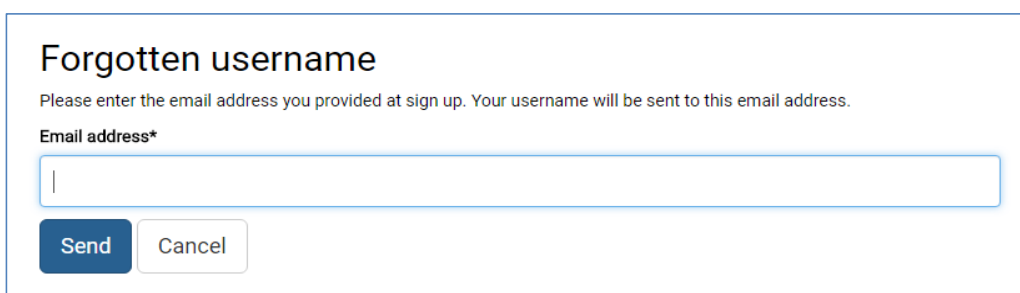
- If you have forgotten your AMS password or username, you can retrieve these by clicking ‘Forgot your password?’ or ‘Forgot your username?’:



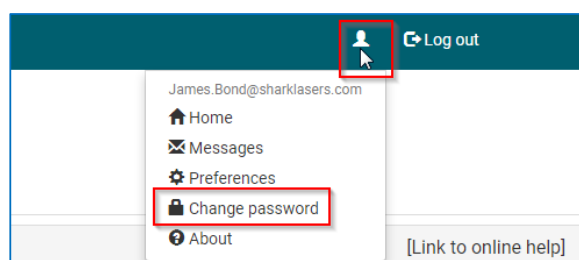
- Clicking ‘**Forgot your password?**’ will redirect you to the page below. Enter the username that you selected at sign up (this will be your email address if you did not specify a username) and AMS will send a reset password link to your registered email address:



- 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:



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



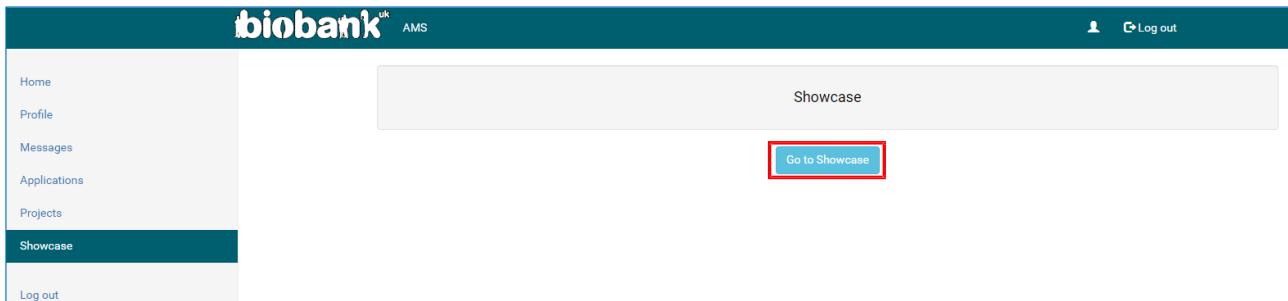
1.5. Collaborator Invitations

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:



- For guidance on navigating the UK Biobank Showcase System, please see our [UK Biobank Showcase User Guide](#).