

New Unregistered Researchers Invited to Collaborate on a Project

Creating an AMS User Account and Completing Registration

This article provides guidance for new researchers who have been invited to collaborate on a UK Biobank project but do not yet have an AMS profile.

1. Creating an AMS User Account

Invitation Email

If you have received an invitation to collaborate on a project and do not already have an AMS account, follow the link provided in your email to begin registration.

- **Invitation link:** Use the hyperlink in the email to initiate your registration.
- **Link expiry:** The link expires after 24 hours. If it expires before activation, contact the PI who added you to resend the link, or alternatively contact the Researcher Enablement Team and include the application or project ID you are being added to.

Setting Up Your Account

After selecting the invitation link, you will be directed to the **Sign Up** page.

- Create a **username** and **password**.
- Confirm your **contact email address**.
 - Ideally use a long-term, non-institutional email address, as affiliations may change over time.

Email Validation

You must validate the contact email address you entered before proceeding to the full registration form.

2. Registration

Completing the Registration Form

- Fill out the Registration Form in full.
 - Fields marked with an asterisk (*) are mandatory.
 - Providing as much information as possible helps the Researcher Enablement Team confirm your bona fides.

Required Information and Documents

- **PubMed references:** Cite using the 7–9 digit PubMed ID.

- **CV/resume:** Upload an electronic copy in **.pdf format**.
- **Complaints:** Provide details of any complaints raised against you in the last 3 years.
- **Code repositories:** Add any personal repositories; these can be updated later.
- **Training requirement:** Complete the MRC Research, GDPR and Confidentiality course and upload your certificate.
- **Institute profile link:** Provide a link to your personal profile page on your institute's website, if available.

Selecting or Adding Your Institute

- Choose your **primary institute** from the drop-down list.
- If your institute is not listed, select '**Click if not listed**' to add it.

Adding a New Institute

- Populate all required fields in the new institute form.
 - All fields are free-text; some may auto-suggest.
 - Mandatory fields are marked with an asterisk.
 - Use the institute's **full legal entity name** and provide detailed information to support verification.
- If you selected '**Click if not listed**' by mistake, selecting it again will return you to the existing list.
- **IMPORTANT:** If you belong to multiple institutes, use the **Add Institute** button to enter additional affiliations.

Research Interests

Provide information about your research interests to help UK Biobank understand your background.

Agreeing to Terms

You must agree to the **UK Biobank Terms and Conditions of Access** before submitting your registration. Terms can be found on the community here -

<https://community.ukbiobank.ac.uk/hc/en-gb/articles/35223914665117-Terms-and-Conditions-of-AMS-Access>

Submitting Your Registration

Select **Submit registration**. A message will appear stating: **“Your registration is under review.”**

3. After Submission

- The RET will review your registration to confirm you as a bona fide researcher.
 - Missing information (e.g., no CV or profile link) will delay approval.
- You will receive an **AMS Message** if the Researcher Enablement Team requires additional information or once your registration has been approved.
 - Messages can be accessed via the left-hand menu in AMS.
- Once approved, you will be **added to the application or project** you were invited to join.