

Creating an *All of Us* Account

Pre-requisite for the *All of Us* researcher workbench training

*Email Max Wegener at maximilian.wegener@yale.edu for any questions or issues

Objectives

- Create an *All of Us* user account

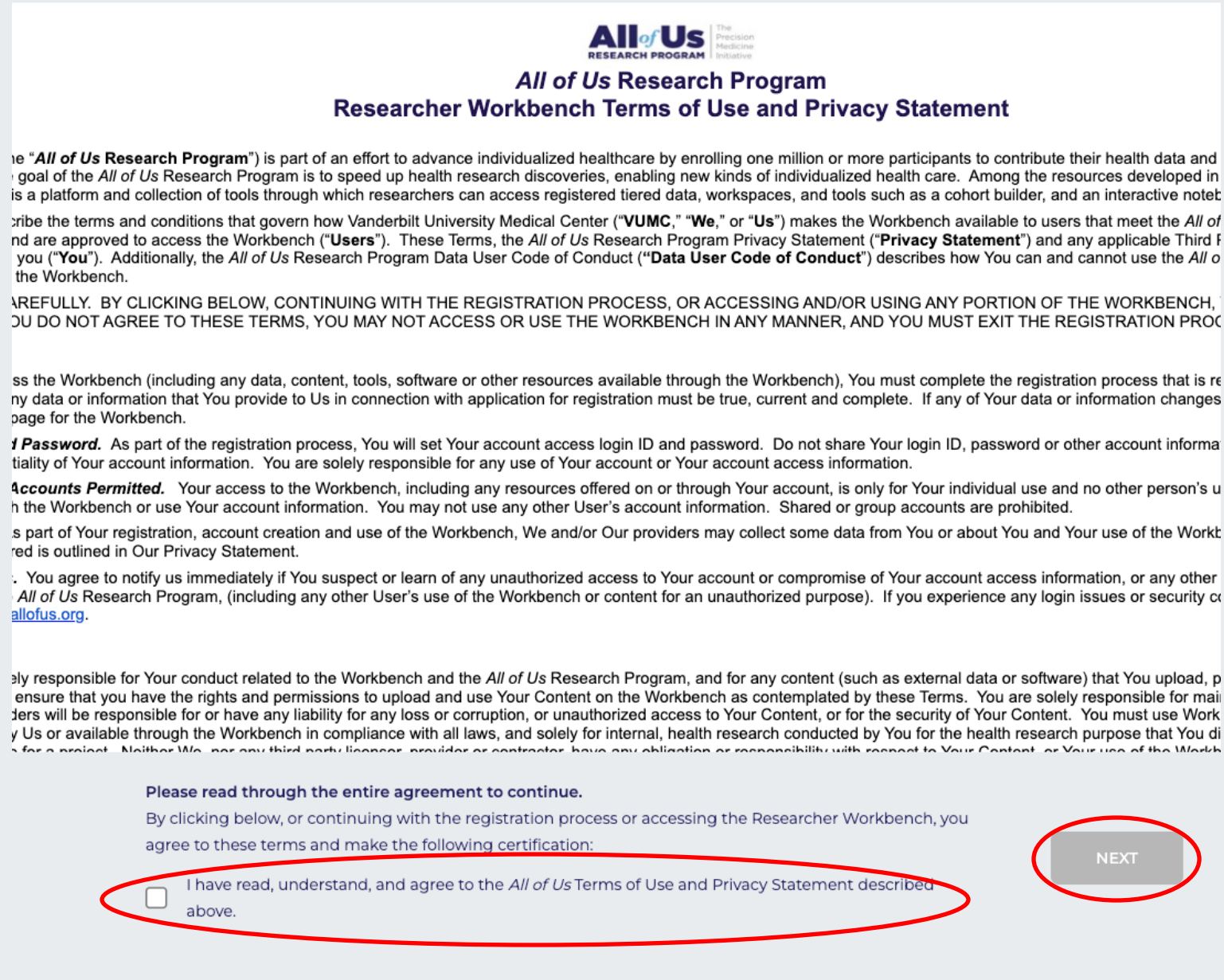
Please Note: This is a **mandatory** prerequisite to be completed prior to *All of Us* trainings

Once completed, you will have:

- An *All of Us* account
- Access to the *All of Us* Workbench
- A workspace where you will access and analyze *All of Us* data

Part 1: Creating an account (15 to 20 minutes)

- Navigate to the All of Us [here](#)
**Chrome is recommended*
- Choose “Create Account”
- Read the *Terms of Use and Privacy Statement* and check the box “I have read, understand...” to continue



Step 1

- Select institution [Yale University]
- Add your yale.edu email address
- Choose your role
- Click “Next”



Create your account

Please complete Step 1

For access to the *All of Us* Research Program data, your institution needs to have signed a Data Use Agreement with the program. The institutions listed below have an Institutional Data Use Agreement with the program that enables us to provide their researchers with access to the Researcher Workbench.

All fields are required unless indicated as optional

Select your institution Publicly displayed i

Your institution will be notified that you have registered using your institutional credentials.

Yale University ▼

Don't see your institution listed? Help us add it to our growing list by [submitting a request](#).

Your institutional email address

This will be the primary email contact for your new account.

Which of the following best describes your role? Publicly displayed i

Select Role ▼

- Undergraduate (Bachelor level) student
- Graduate trainee (Current student in a Masters, PhD, or Medical school training program)
- Research fellow (a post-doctoral fellow or medical resident in training)
- Early career tenure-track researcher
- Mid-career tenured researcher

Step 2

- Create your username (this will setup a Google account ending in @researchallofus.org)
- Add your personal information
- Add your institutional address (use the [Yale Staff directory](#) to find your address)
- Write a brief statement about your background, experience, and research interests
IMPORTANT – This will be publicly available
- Select how you heard about *All of Us*
- Add your demographic information
- Click “Submit”

Confirmation

- After you click submit, you will see a confirmation page stating your account was created
- Check your Yale address for a welcome email containing your temporary password and a link to complete your registration from
- **IMPORTANT:** Click the “Complete Registration” button to ensure your account is successfully authenticated

Congratulations!

Your *All of Us* research account has been created!

Your new research workbench account
[REDACTED]@researchallofus.org
is hosted by Google.

Check your contact email for
instructions on getting started.

Your contact email is: maximilian.wegener@yale.edu

[Review Instructions](#)

Please note: For full access to the Research Workbench data and tools, you'll be required to complete the necessary registration steps.

Welcome to the *All of Us* Researcher Workbench!

Now that you have an account, there are a few more steps to complete, as shown below. This process should take 60-90 minutes and does not need to be completed all at once.

Below is your Username and Temporary password. You will be prompted to change your password the first time you log in.

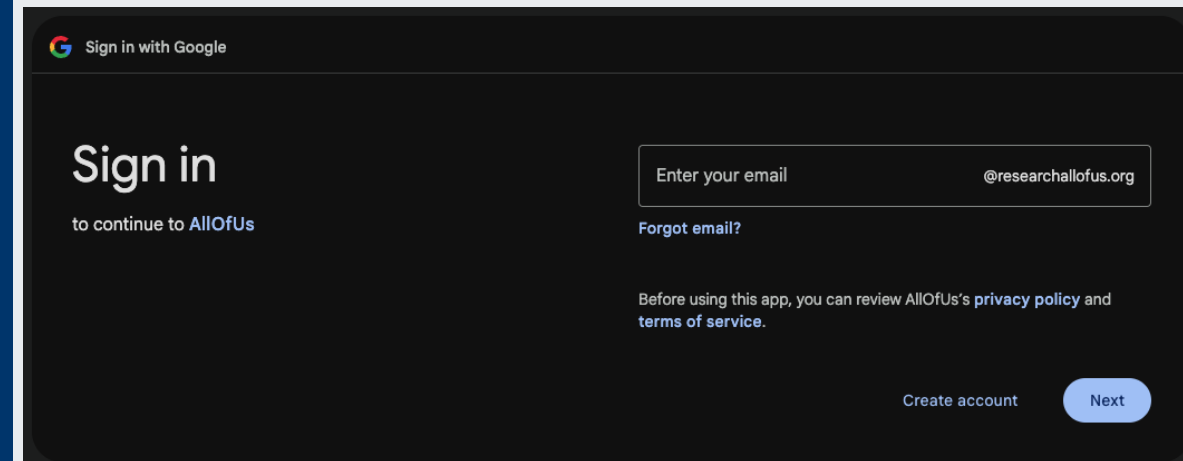
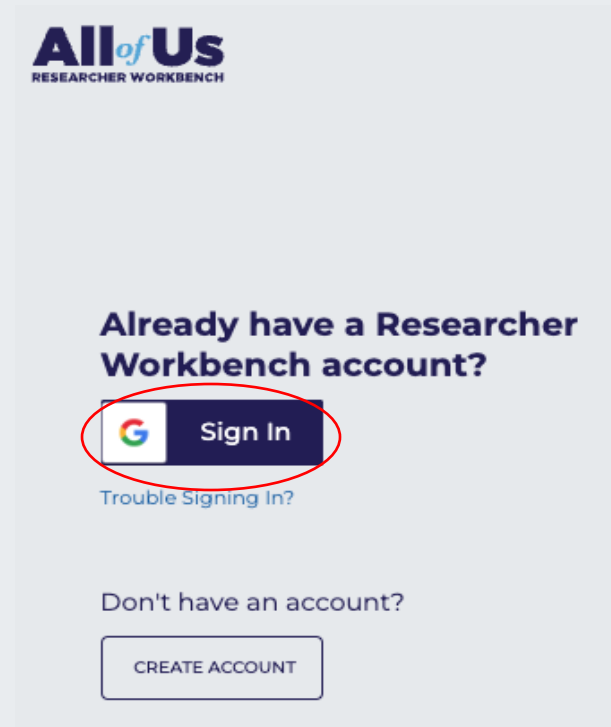
Your Username: [REDACTED]@researchallofus.org

Your Temporary Password: [REDACTED]

COMPLETE REGISTRATION

Sign in to Your Workbench

- After clicking “Complete Registration” you will be sent to the *All of Us* Researcher Workbench - **click “Sign In”**
- Input your *All of Us* username (see welcome email)
- Input your *All of Us* temporary password (see welcome email)



Change Your Password

- Once logged in, you will be prompted to change your password
- Once changed, click “Enter”
- After you click “Enter” you may run into an error page
 - If so, use this link to continue to the [All of Us registration page](#)



403. That's an error.

We're sorry, but you do not have access to this page.
That's all we know.



Part 2: Data access registration (90 to 120 minutes)


Step 1


Complete Registration


RT


Registered Tier data


Once registered, you'll have access to:


 Individual (not aggregated) data

 Identifying information removed

 Electronic health records

 Survey responses

 Physical measurements

 Wearable devices

REFRESH

✓

Turn on Google 2-Step Verification


✓

Verify your identity

✓


Complete *All of Us* Responsible Conduct of Research Training

Click [here](#) to review the verification steps.

 LOGIN.GOV


For U.S. residents and U.S. citizens

[View required documents](#)

 ID.me

For all users

[View required documents](#)

 During the ID.me verification process, you will be directed to a secure webpage hosted by the U.S. Department of Health and Human Services external management system (HHS XMS). To proceed with data access, click on the 'Allow' button to grant the necessary permissions.

GET STARTED

[Contact us](#) if you're having trouble completing this step.

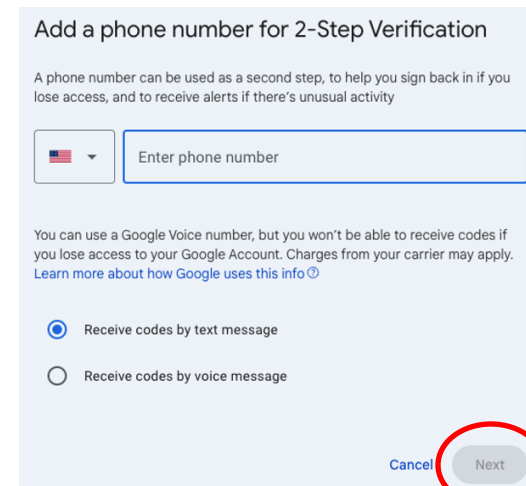
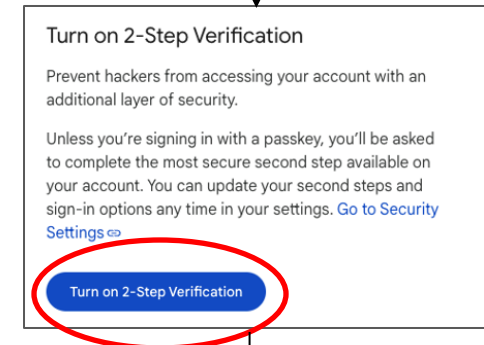
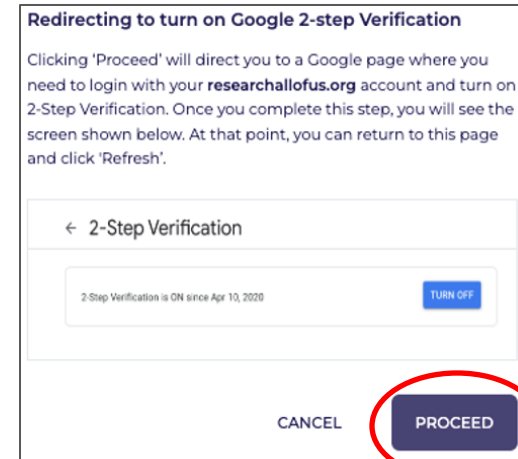
Navigate to "My Courses" and select "Responsible Conduct of Research"

Yale Harvey Cushing/John Hay Whitney Medical Library

10

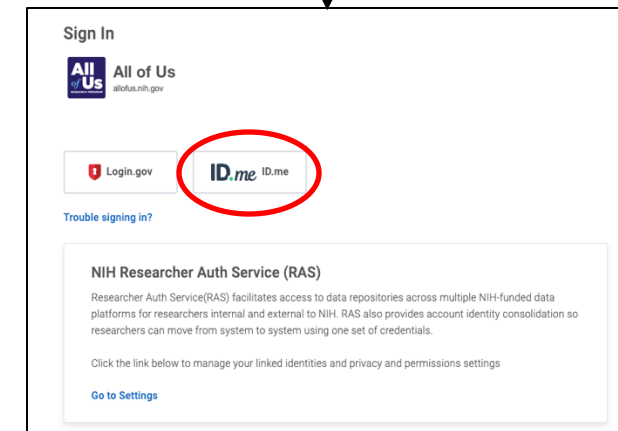
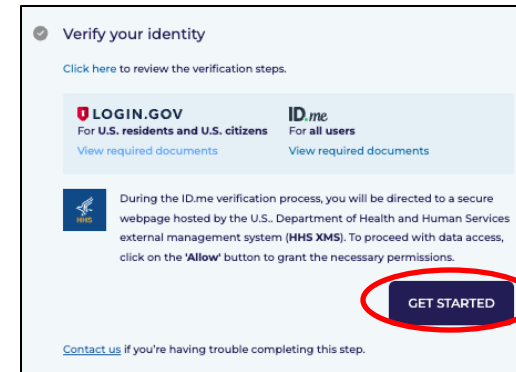
Google 2-Step Verification

- Click the gray check mark
- Click “Proceed”
- Click “Turn on 2-Step Verification”
- Add your mobile number and click “Next”
- Go back to the registration page and refresh it – the gray check mark should be green now



Verify Your Identity

- Click “Get Started” on the registration page
- If you are a new user, click “ID.me” - otherwise select an option you’ve used in the past
- Select “Create an ID.me account” – You can use any email you prefer [suggest using Yale.edu]



Sign in to ID.me

New to ID.me?
[Create an ID.me account](#)

* Indicates a required field

Email *

Enter your email address

Password *

Enter password

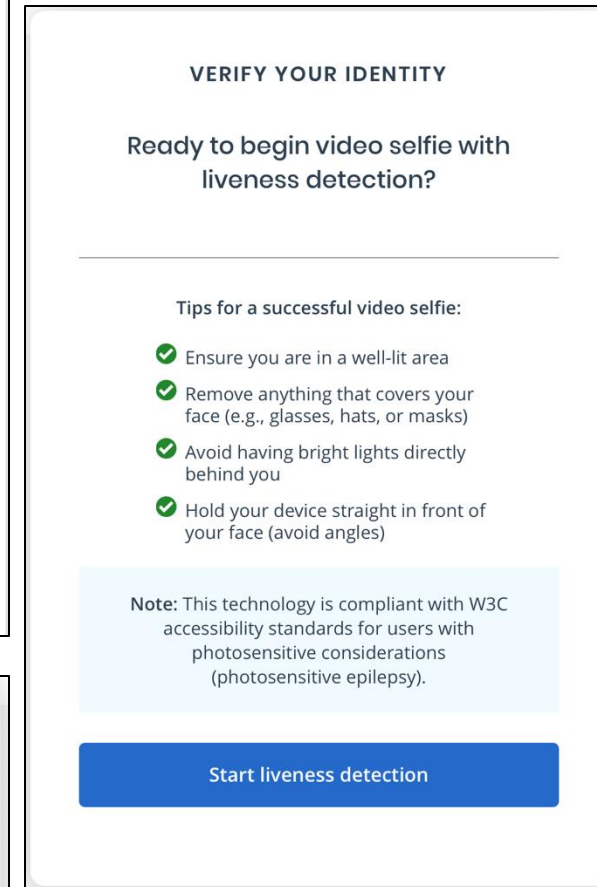
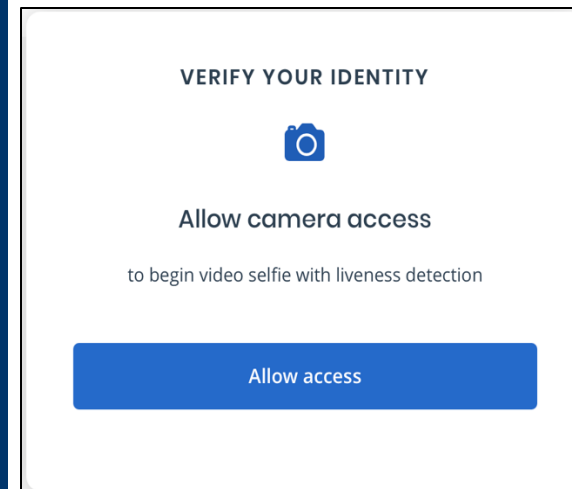
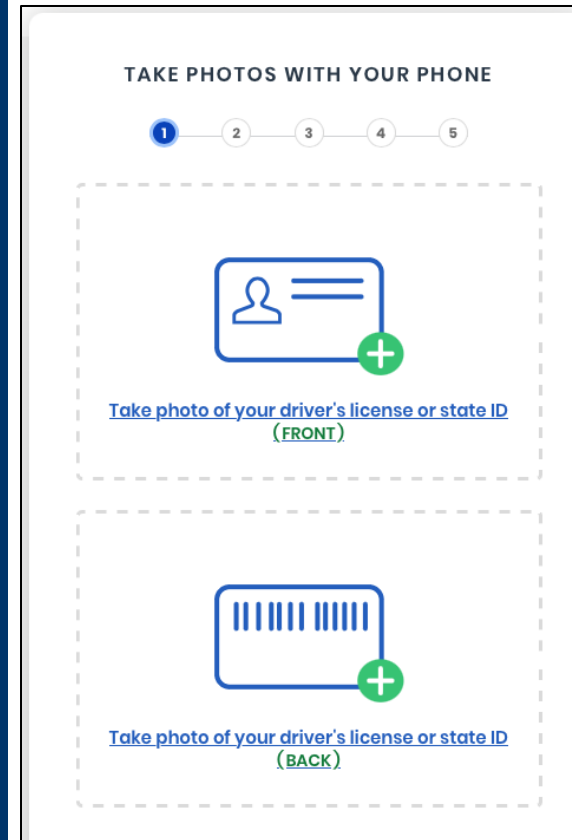
☐ Remember me
For your security, select only on your devices.

[Sign in](#)

[Forgot password](#)

Verify Your Identity, continued

- Take front and back photos of your driver's license or state ID, or upload existing photos
- After you submit your photos, you will need to take your Video Selfie
 - Allow ID.me access to your camera
 - Review "Tips for a successful video selfie" and click "Start liveness detection"



Verify Your Identity, continued

- After you create an ID.me account, you will receive an email asking you to **confirm your email**
 - **Once clicked**, a window should appear stating your email has been confirmed
- The ID.me page should refresh, and multi-factor authentication options should appear – choose **“Text message or phone call”**
- Select **“Text me”** – enter your mobile number, and click **“Continue”**


Welcome!

Thanks for creating an ID.me account!

ID.me simplifies how you verify and share your identity online, while helping keep your information safe.

You can confirm your email address by clicking the link below.

[Confirm your email](#)



Your email has been confirmed!


Thank you for confirming your email.

SECURE YOUR ACCOUNT


1 — 2 — 3

Choose a multi-factor authentication (MFA) option


With MFA, even if someone guesses your password, they won't be able to sign in as you.

 [Text Message or Phone Call](#)

Get a 6-digit code by text message or phone call.




Text me



Call me

Phone Number



THE NUMBER PROVIDED WILL ONLY BE USED FOR ACCOUNT SECURITY. MESSAGE AND DATA RATES MAY APPLY.

[Go back](#) [Continue](#)

Verify Your Identity, continued

- Enter the 6-digit code into the box and click “Continue”
- Once the code has been confirmed, two verify options will appear – choose “Self-Service”
- Give ID.me consent to collect your data
 - *Prepare for the next steps by having your driver’s license or state ID handy

SECURE YOUR ACCOUNT

1 — 2 — 3

Confirm your phone number

Please pick up the phone and follow the instructions to receive your 6-digit code.

Enter the 6-digit code *

.....

Didn't receive it? [Resend my verification code](#)

[Go back](#) [Continue](#)

VERIFYING IS FAST AND EASY

Choose how to verify your identity from the options below

☒ **Self-Service**
Takes 5-10 minutes
Upload a driver's license or state ID, passport or passport card, and capture a selfie.

☐ **Video Call**
Takes 10 - 15 minutes
Upload a driver's license, state ID, passport, or passport card and join a quick video call.

[Continue](#)

[I don't live in the United States](#)

Consent for ID.me to collect Biometric Data and Sensitive Personal Information

CONSENT FOR ID.ME TO COLLECT BIOMETRIC INFORMATION AND SENSITIVE PERSONAL INFORMATION

In the event of any discrepancy between a non-English version of this document and the English version of this document, the English version shall prevail in all respects.

BIOMETRIC INFORMATION PRIVACY STATEMENT

ID.me will not sell, rent, or trade your Biometric Information, and after verification you may request we delete your Biometric Information. Your Biometric Information will only be used by ID.me to verify your identity in accordance with the guidelines published by the National Institute for Standards and Technology or as required for the prevention of fraud. ID.me will transfer your Biometric Information to our third party partners only when required by a subpoena, warrant, or other court ordered legal action.

Notice and Consent

This Notice and Consent for the collection of Biometric Information, Personal Information and Sensitive Personal Information ("Consent") describes how ID.me

☒ I acknowledge that I have received, read, and agreed to these terms

[Continue](#) [Cancel](#)

Verify Your Identity, continued

- Enter your phone number and click “Continue”, then verify your email address in the next window
- Select “Start document upload” in the new window that pops up

VERIFY YOUR IDENTITY

1 2 3 4 5

Take photos of your identity document

Enter a mobile phone number, then we'll text you a link to take photos of your identity document.

Identity Document

Driver's license or state ID [Change document](#)

Mobile Phone Number *

🇺🇸 () - - - -

Your smartphone must have a camera and a web browser.


By entering your phone number, you agree to receive notifications through text message or voice calls during sign-in attempts in order to protect your account.

Continue

[I don't have a smartphone](#)

[I don't have a US phone number](#)

YOU ARE VERIFYING FOR HHS XMS



Be aware that fraudsters may:

- **Create** fake postings including offers that seem too good to be true, such as fake jobs or apartments
- **Message** you on social media directing you to send personal information to them
- **Provide** instructions to complete actions for them

If you believe this is happening to you, STOP NOW and [report fraud](#).

Is this your email address?

@yale.edu

Yes

No

PREPARE YOUR DOCUMENT

Your document should be placed on a well-lit surface with a dark background.

Ensure that all 4 corners are visible.

Your document should be:

- ✓ Valid and unexpired
- ✓ Clear and readable

Start document upload

Verify Your Identity, continued

- Once your face is scanned, a window will appear saying your image has been submitted
- You will be asked to return to the [registration page](#)
- Verification should take about 10 minutes (refresh the page and the check mark next to “Verify your identity” should now be green)

Step 1

Complete Registration

RT Registered Tier data

Once registered, you'll have access to:

- Individual (not aggregated) data
- Identifying information removed
- Electronic health records
- Survey responses
- Physical measurements
- Wearable devices

Turn on Google 2-Step Verification
Completed on: Nov 25, 2024

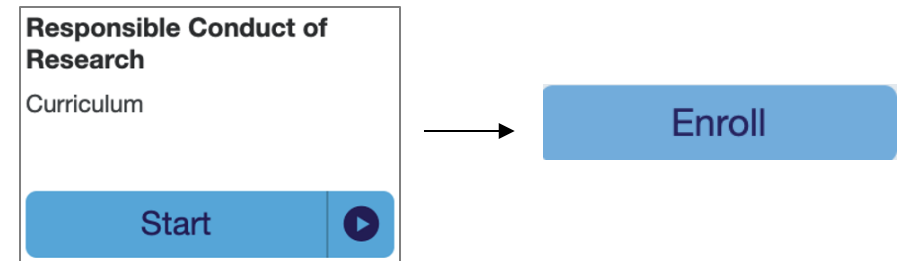
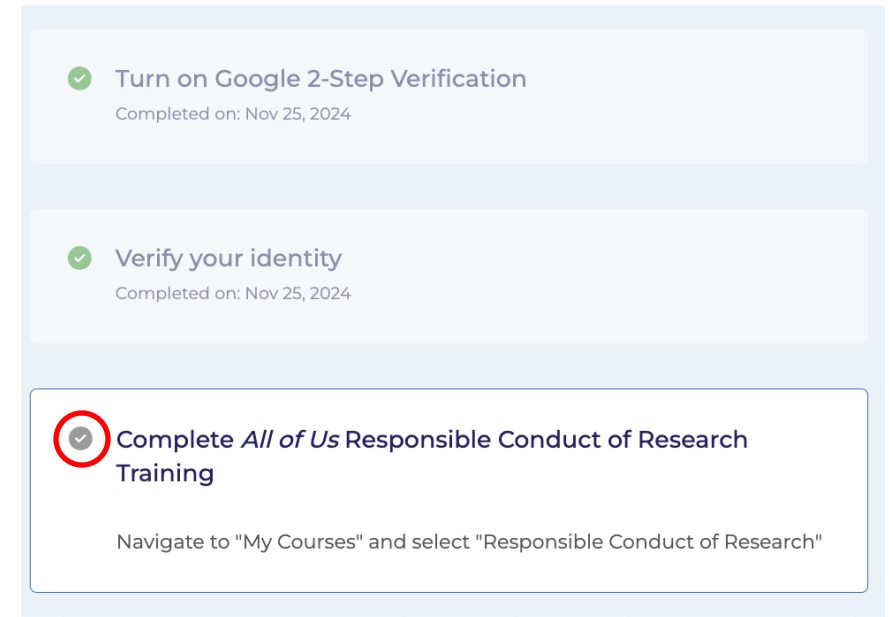
Verify your identity
Completed on: Nov 25, 2024

Complete *All of Us* Responsible Conduct of Research Training
Navigate to "My Courses" and select "Responsible Conduct of Research"

REFRESH

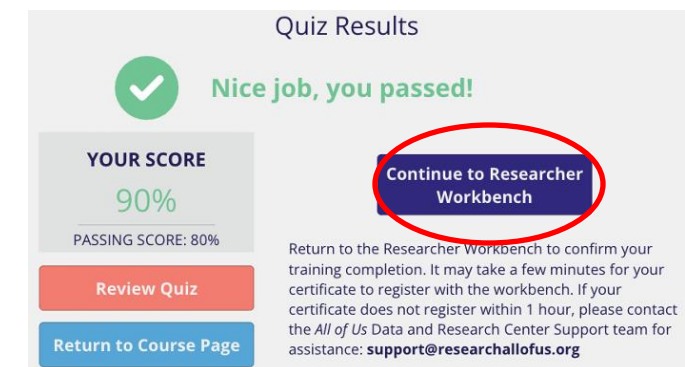
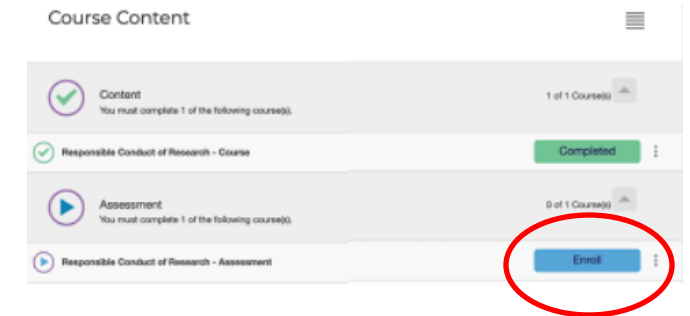
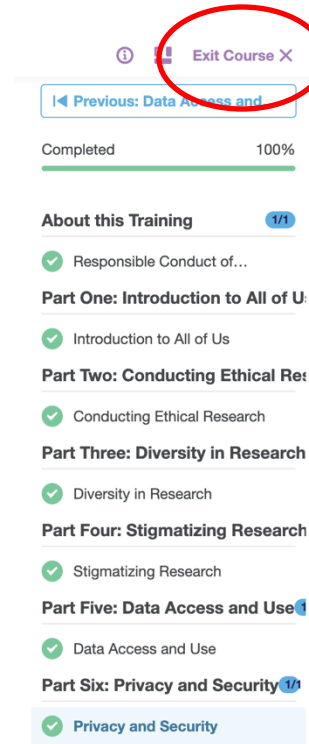
Complete *All of Us* Responsible Conduct of Research Training

- Click the gray check mark next to “Complete All of Us Responsible Conduct of Research Training”
- Click “Start” and then “Enroll”
- The course should begin. It takes around 20-30 minute to complete



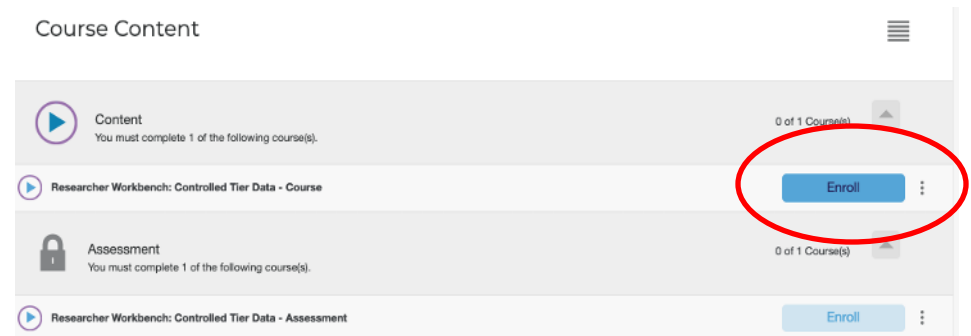
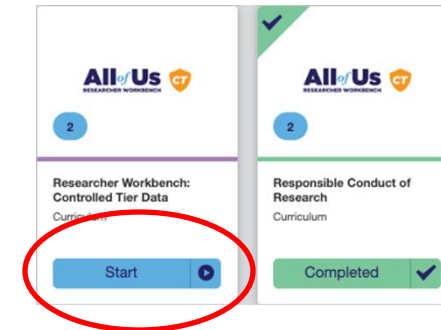
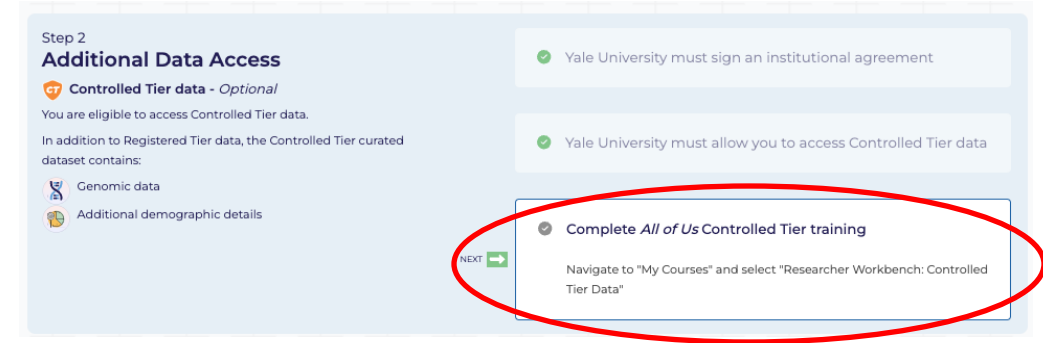
Complete *All of Us* Responsible Conduct of Research Training, continued

- Once you have completed all the training modules, click “Exit Course” on the top right corner
- Click “Enroll” for the assessment
- Start the assessment
 - *It says there is a 24-hour waiting period after each failure but its not true, you can continue to take the assessment until you pass*
- Once you pass the assessment, click “Continue to Researcher Workbench”



Complete *All of Us* Responsible Conduct of Research Training, continued

- You will notice that all check marks are green in steps 1 and 2 except one – “All of Us Controlled Tier Training”
**Because Yale University has a signed Institutional Agreement with All of US, you will have Controlled Tier Data access once some additional training is completed*
- Click the gray check mark next to “Complete *All of Us* Controlled Tier Training”
- Click “Start”, then click “Enroll” to begin
**The course takes around 20-30 minute to complete*



Sign the Code of Conduct

- The final step is to “Sign Data User Code of Conduct” by clicking the gray check mark
- Read the Code of Conduct. Scroll down and click “Proceed” in the bottom left corner
- On the next page, “Accept Data User Code of Conduct”, ensure your information is correct and enter your initials in the boxes labeled “Initials”, then click “Accept” in the lower right corner



Accept Data User Code of Conduct

I, ("Authorized Data User"), have personally reviewed and agree to the following terms and conditions:

By entering my initials next to each statement below, I acknowledge that:

- My work, including any external data, files, or software I upload into the Research Data Commons, will be made publicly available.
- My name, affiliation, profile information and research description will be made publicly available.
- All of Us retains the discretion to make decisions about my access, including the suspension of my access for regulatory violations related to the conduct of research for which I've been penalized.

I acknowledge that failure to comply with the requirements outlined in this Data User Code of Conduct may result in:

- the posting of my name and affiliation on a publicly accessible list of violators, and
- notification of the National Institutes of Health or other federal agencies as to my a

I understand that failure to comply with these requirements may also carry financial or legal consequences that may be sought.

Sign the Code of Conduct, continued

- You should automatically redirect to the Registration page where all check marks are now green
- A new button should appear in the top right labeled, “Get Started” – click this to access the *All of Us* Workbench
- The next step is to create a workspace

Data Access Requirements

Thank you for completing all the necessary steps
Researcher Workbench data access is complete.

GET STARTED

Please complete the necessary steps to gain access to the *All of Us* datasets.

Step 1

Complete Registration

RT Registered Tier data

Once registered, you'll have access to:

- Individual (not aggregated) data
- Identifying information removed
- Electronic health records
- Survey responses
- Physical measurements
- Wearable devices

✓ Turn on Google 2-Step Verification
Completed on: Nov 25, 2024

✓ Verify your identity
Completed on: Nov 25, 2024

✓ Complete *All of Us* Responsible Conduct of Research Training
Completed on: Nov 25, 2024

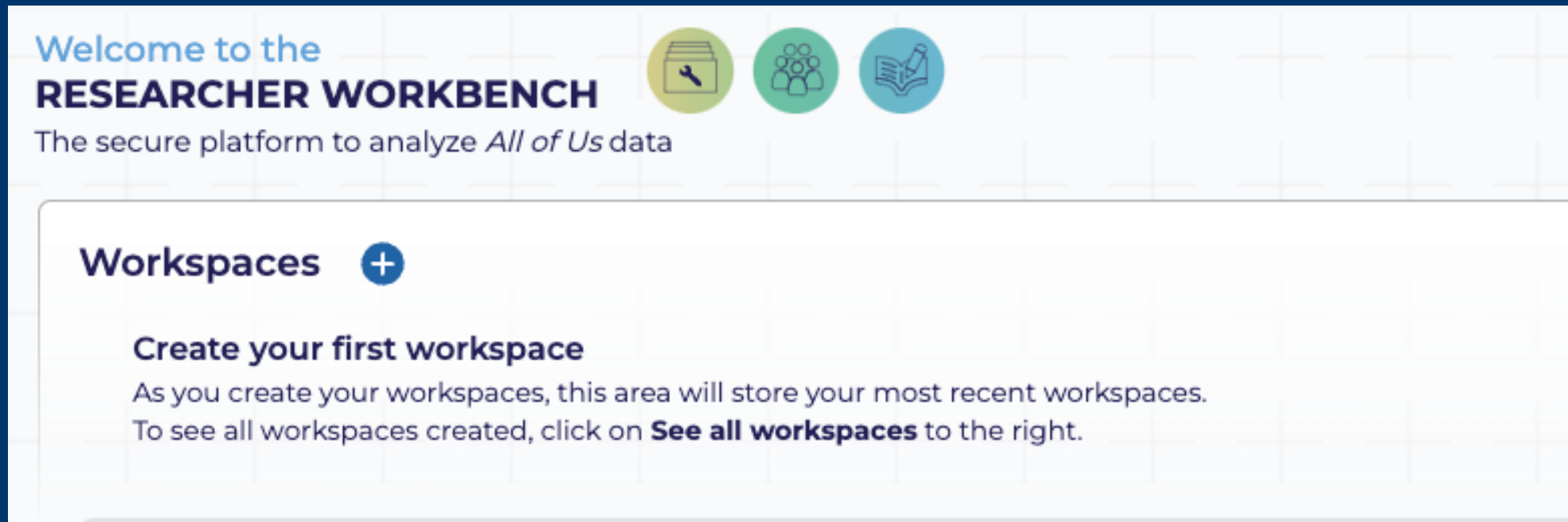
Welcome to the
RESEARCHER WORKBENCH

The secure platform to analyze *All of Us* data



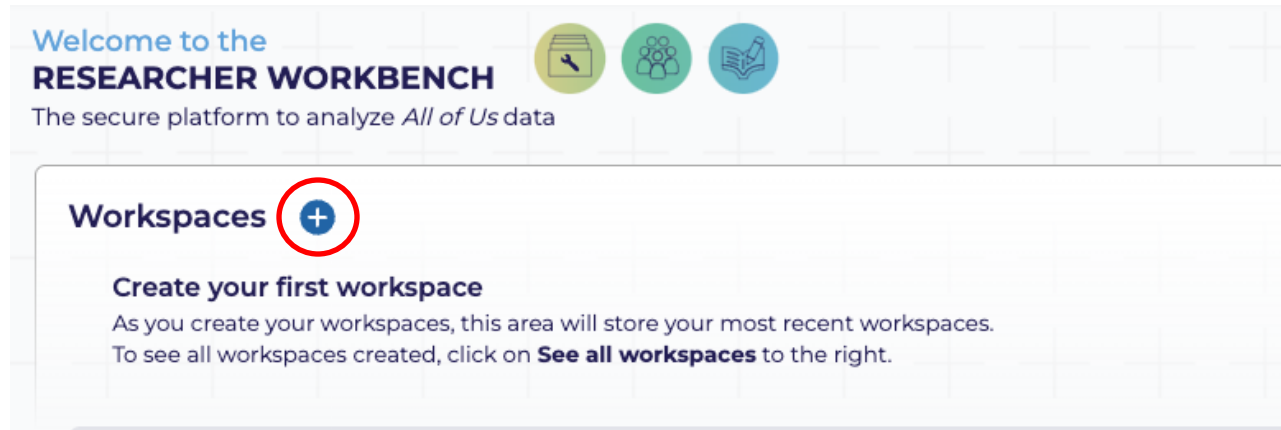
Part 3: Create an *All of Us* Workspace (10-15 minutes)

Please Note: This workspace is for training purposes, more details and information will be needed for future research projects



Create a Workspace

- To begin, click the plus sign next to “Workspaces”
- Create a workspace name with the following conventions
“LastName_CWML_training”
- Change Data access tier to “Controlled Tier” – Keep Dataset Version as the default “...Dataset v7”



Create a new workspace (Required)

Workspace name

Wegener_CWML_training

Data access tier 

Controlled Tier

Dataset version 

All of Us Controlled Tier Dataset v7

All of Us Billing

- *All of Us* provides an initial \$300 credit – select this option.
DO NOT create a billing account at this time (training on this will be provided in the future) – refer to [this article](#) for more information on the credit

All of Us billing account

The *All of Us* Research Program provides \$300 in initial credits per user. Please refer to [this article](#) to learn more about how credits can be used. Once you have used up your initial credits, you can either select a shared billing account or create a new Google billing partner.

Please note: If creating a billing account via a Google billing partner, it may take a few days to show up in the system.

Select a current billing account

Use All of Us initial credits - \$300.00 left



CREATE BILLING ACCOUNT

Research Use Statement Questions

- Since you will be using this workspace for training purposes, select “Educational Purposes” for the primary purpose of your project

Research Use Statement Questions

Best practices for Research Use Statement questions

The *All of Us* Research Program requires each data user of the *All of Us* data to provide a meaningful description of the intended purpose of data use in the workspace they create. To provide transparency to *All of Us* Research Program participants, your answers below will be made available publicly in the [Research Hub Directory](#) on our public website. **Your responses will not be used to make decisions about data access.**

Note that you are required to create separate workspaces for each project for which you access All of Us data, hence the responses below are expected to be specific to the project for which you are creating this particular workspace.

1. What is the primary purpose of your project? Publicly displayed ⓘ

☐ Research purpose >

☒ **Educational Purpose**
The data will be used for education purposes (e.g. for a college research methods course, to educate students on population-based research approaches).

☐ **For-Profit Purpose**
The data will be used by a for-profit entity for research or product or service development (e.g. for understanding drug responses as part of a pharmaceutical company's drug development or market research efforts).

☐ **Other Purpose**
If your purpose of use is different from the options listed above, please select "Other Purpose" and provide details regarding your purpose of use here (500 character limit).

Research Use Statement Questions, continued

For questions 2.1 - 2.3, please copy/paste the responses in blue into the workspace form

What are the specific scientific question(s) you intend to study, and why is the question important?

This workspace is dedicated solely to educational purposes. Its purpose is for academic instruction on how to utilize AoU datasets including: accessing, manipulating, and analyzing data.

What are the scientific approaches you plan to use for your study?

This workspace is dedicated solely to educational purposes. Its purpose is for academic instruction on how to utilize AoU datasets including: accessing, manipulating, and analyzing data.

What are the anticipated findings from the study? How would your findings contribute to the body of scientific knowledge in the field?

While no specific findings are anticipated from this educational endeavor, it is designed to equip researchers with the tools and knowledge necessary to explore and investigate topics related to the available AoU data.

Research Use Statement Questions, continued

- For Question 3, choose “Other” and enter, “This workspace is dedicated solely to educational purposes and no findings will be published”, in the text box.
- For Question 4, choose “None of these statements apply to this research project”

Other

☒ This workspace is dedicated solely to educational purposes and no findings will be published.

4. The *All of Us* Research Program would like to understand how (or if) your research outcome may fit into the *All of Us* Research Program Scientific Framework. Please select all of the statements below that describe the outcomes you anticipate from your research.

- ☐ This research project seeks to increase wellness and resilience, and promote healthy living
- ☐ This research project seeks to reduce health disparities and improve health equity in underrepresented in biomedical research (UBR) populations
- ☐ This research project seeks to develop improved risk assessment and prevention strategies to preempt disease
- ☐ This research project seeks to provide earlier and more accurate diagnosis to decrease illness burden
- ☐ This research project seeks to improve health outcomes and reduce disease/illness burden through improved treatment and development of precision intervention
- ☒ None of these statements apply to this research project

Research Use Statement Questions, continued

- For Question 5, select “No, my study will not center on underrepresented populations”
- For Question 6, choose “No, I have no concerns at this time about potential stigmatization based on my study.”



No, my study will not center on underrepresented populations well represented in prior research.

Would you like to request a review of your research purpose statement by the Resource Center?

Note: Your response to this question is private and will not be displayed on the Research Use Statement.

☐ Yes, I would like to request a review of my research purpose.

☒ No, I have no concerns at this time about potential stigmatization based on my study.

Research Use Statement Questions, continued

- Once the form is complete, the “Create Workspace” button on the bottom of the screen will turn blue – click the button
- Click “Confirm” in the next window

6. Request for Review of Research Purpose Description

Any research that focuses on certain population characteristics or [uses demographic variables](#) in analyses c may be misinterpreted or misused by others to foster stigma. While it may not be possible to completely pr purposes, data users can take important steps to minimize the risk of this happening–taking this step is a c [Data User Code of Conduct agreement](#). If you are concerned that your research could inadvertently stigmati unsure, let us know. We encourage you to request a review of your research purpose statement by the *All of* The RAB will provide feedback and, if needed, guidance for modifying your research purpose or scope. To le [All of Us Stigmatizing Research Policy](#). If you request a review, you can expect to receive an initial response y you may begin working in your workspace.

Would you like to request a review of your research purpose statement by the Resource Access Board?

Note: Your response to this question is private and will not be displayed on the Research Hub.

- ☐ Yes, I would like to request a review of my research purpose.
- ☒ No, I have no concerns at this time about potential stigmatization based on my study.

Note: The RAB is available to you at any time to help address questions about potentially stigmatizing resea concerns arise based on study outcomes, please contact the RAB for assistance through the User Support k

CANCEL

CREATE WORKSPACE

Create Workspace

Your responses to these questions:

Primary purpose of your project (Question 1)

Summary of research purpose (Question 2)

Population of interest (Question 5)

Will be [displayed publicly](#) to inform *All of Us* research participants. Therefore, please verify that you have provided sufficiently detailed responses in plain language.


You can also make changes to your answers after you create your workspace.

KEEP EDITING

CONFIRM

Your Workspace

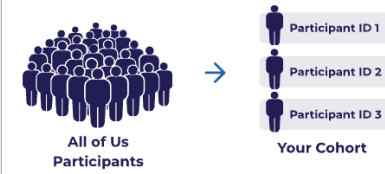
- Now you should be in your newly created workspace
- Navigate to the “About” section
- Choose “Share” and begin typing my name in the “Find collaborators” search field
- Click the *plus* button and click “Save” to ensure your workspace will be shared with me
**Sharing your workspace with me will be proof that you’ve met the prerequisites for All of Us training*

 Workspaces > Wegener_CWML_training

DATA ANALYSIS ABOUT

Cohorts +


A cohort is a group of participants based on specific criteria.



All of Us Participants → Your Cohort


Datasets +


A dataset is a table containing data about a cohort that can be exported for analysis.




Your Cohort + Data About Your Cohort = Your Dataset

Show: Show All Cohorts Cohort Reviews Concept Sets Datasets

Collaborators:  **SHARE**

Maximilian Wegener
maximilian.wegener@researchallofus.org 

Maximilian Wegener
maximilian.wegener@researchallofus.org 

Reader | v

CANCEL **SAVE**

If you have questions or run into issues,
please email Max Wegener at

Maximilian.Wegener@yale.edu