

# All of Us Research Program

Complete Guide: Account Registration, Access Renewal & Dataset Creation

<b>Institution</b>	Nova Southeastern University
<b>Document Type</b>	Guide
<b>Platform</b>	All of Us Researcher Workbench (workbench.researchallofus.org)
<b>Applies To</b>	New & Returning Registered/Controlled Tier Researchers
<b>Version</b>	1.0
<b>Effective Date</b>	May 2026
<b>Review Cycle</b>	Annual

## Section 1: Purpose & Overview

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This Guide is designed to help Nova Southeastern University (NSU) researchers through the complete lifecycle of accessing the All of Us Researcher Workbench: from creating a new account, completing compliance training, creating a research workspace, building a cohort, and exporting a dataset for analysis.

### **This guide covers the following major workflows:**

- New user account registration (Steps 1–3 of the registration wizard)
- Annual renewal of Registered Tier and optional Controlled Tier access
- Workspace creation with Research Use Statement
- Cohort Builder: defining participant inclusion/exclusion criteria
- Dataset creation: selecting concept sets and values
- Exporting datasets to Jupyter Notebook, RStudio, or SAS



*New users should begin at Section 2. Returning users renewing annual access should skip to Section 5.*



**All researchers must comply with All of Us data use policies at all times. Data may NOT be downloaded to local devices. All analysis must occur within the secure Workbench environment.**

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## SECTION 2 New Account Registration Step 1: Institution & Role

[New Users Only]

Navigate to [workbench.researchallofus.org/login](http://workbench.researchallofus.org/login) and click 'Create Account.' You will be guided through a multi-step registration wizard.



*Your institution must have a signed Data Use Agreement with the All of Us Research Program. NSU has an Institutional Data Use Agreement that enables researcher access. If you do not see NSU listed, contact your research administrator.*



*Some fields on this page are publicly displayed on the All of Us Research Hub website, as required by the 21st Century Cures Act. This includes your name, institution, role, and research background.*

### 2.1 Go to All of Us Workbench Site

Navigate to [workbench.researchallofus.org/login](http://workbench.researchallofus.org/login) and click 'Create Account.'  
You will be guided through a multi-step registration wizard.

1 min

### 2.2 Select Your Institution

Click the 'Select...' dropdown under 'Select your institution.'  
Search for or select 'Nova Southeastern University.'  
Your institution will be notified that you registered using your institutional credentials.

1 min

### 2.3 Enter Your Institutional Email Address

Enter your official NSU email address (e.g., yourname@nova.edu).  
This will be the primary email contact for your Workbench account.  
Do NOT use a personal Gmail or non-institutional email address.

1 min

### 2.4 Select Your Role

Click the role dropdown, it will activate after you select an institution.  
Choose the option that best describes your position (e.g., Research Scientist, Student Researcher, Faculty Researcher).  
This field is publicly displayed on the Research Projects Directory.

1 min

### 2.5 Click NEXT

After completing all required fields, click the NEXT button to proceed to Step 2. Check mark "agree to terms of service".  
If NEXT is grayed out, ensure all required fields have been completed.  
Check mark "agree to terms of service".

< 1 min

## SECTION 3 New Account Registration: Step 2: Create Username & Profile [New Users Only]

Step 2 of registration collects your username and personal/professional profile information. This information is used for program transparency and NIH compliance.

### 3.1 Create Your All of Us Username

<b>3.1</b>	<p><b>Choose a Username</b></p> <p>Enter a username in the 'New Username' field. Your account will be created as <code>username@researchallofus.org</code>.</p> <p>This is a dedicated Google account created specifically for Workbench access, it is separate from your personal or NSU Google accounts. Choose a professional username (e.g., firstlast or lastname).</p>	<b>2 min</b>
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**IMPORTANT:** The `@researchallofus.org` account is NOT an email address. While it looks like an email address, it is a User Principal Name (UPN), a login credential only. No email inbox exists for it, and you will NOT receive any emails at this address. All program communications (including your temporary password and onboarding instructions) will be sent to your `@nova.edu` address provided during registration. Do not attempt to log in to any email account using your `@researchallofus.org` username.

### 3.2 Complete Your Profile

The following fields are required on the profile form. Fields marked as 'Publicly displayed' will appear on the All of Us Research Hub website.

Field	Notes
<b>First Name / Last Name</b>	Your full legal name. Publicly displayed.
<b>Your Degrees</b> <i>(Optional)</i>	e.g., PhD, MD, MPH. Optional but recommended.
<b>NSU Mailing Address</b>	NSU mailing address for program correspondence. Include Street, City, State, ZIP.
<b>Research Background &amp; Interests</b>	Up to 2000 characters. Publicly displayed on the Research Hub. Describe your background, expertise, and what you plan to study using All of Us data.
<b>Professional Profile URL</b> <i>(Optional)</i>	Optional. Link to your faculty bio, LinkedIn, or academic profile page.
<b>How did you learn about the Workbench?</b>	Select all that apply from the provided options (e.g., Research Website, Social Media, Colleagues, etc.).
<b>Program Partners (optional)</b> <i>(Optional)</i>	If you were referred by an All of Us program partner (e.g., RTI International, NIH Staff, NNLM), select from the list. Otherwise select 'None of the Above.'



*Your research background section is publicly visible to All of Us participants. Write in plain language and describe your scientific interests clearly so that participants use this information to understand who is accessing their data.*

### **3.3 Click NEXT to Proceed to Step 3**

Review all fields, then click NEXT.

Ensure your research background section is complete as this is reviewed for compliance.



**< 1 min**

## SECTION 4 New Account Registration Step 3: Demographics, Identity Survey & Verification [New Users Only]

Step 3 collects demographic and identity information about you as a researcher. This data helps the All of Us program assess diversity among its research community and comply with NIH requirements. All responses are optional, you may select 'Prefer not to answer' for any question.



Your responses to these questions are used to understand diversity within the All of Us research community. They are not used to grant or restrict data access.

### 4.1 Researcher Demographics Survey (15 Questions)

Complete the following questions on the registration form. All fields allow 'Prefer not to answer' as a valid response.

#	Question	Response Options
1	<b>Racial &amp; Ethnic Identity</b>	Select all that apply: AIAN, Asian, Black/African American, Hispanic/Latino, MENA, Native Hawaiian/PI, White, or Prefer not to answer
2	<b>Gender Identity</b>	Select all that apply: Genderqueer, Man, Non-binary, Trans man, Trans woman, Two Spirit, Woman, Questioning, or Prefer not to answer
3	<b>Sex Assigned at Birth</b>	Single select: Female, Intersex, Male, Prefer not to answer
4	<b>Sexual Orientation</b>	Select all that apply: Asexual, Bisexual, Gay, Lesbian, Polysexual, Queer, Same-gender loving, Straight, Two Spirit, Questioning, Prefer not to answer
5	<b>Hearing Difficulty</b>	Yes / No / Prefer not to answer
6	<b>Vision Difficulty</b>	Yes / No / Prefer not to answer
7	<b>Cognitive/Emotional Difficulty</b>	Yes / No / Prefer not to answer
8	<b>Difficulty Walking/Climbing Stairs</b>	Yes / No / Prefer not to answer
9	<b>Difficulty Dressing/Bathing</b>	Yes / No / Prefer not to answer
10	<b>Difficulty with Errands</b>	Yes / No / Prefer not to answer
11	<b>Additional Conditions (open text)</b>	Optional free text, 200-character limit
12	<b>Year of Birth</b>	Enter 4-digit year or Prefer not to answer
13	<b>Highest Level of Education</b>	Select from: No formal education through Doctorate
14	<b>Disadvantaged Background (NIH Definition)</b>	Yes / No / Prefer not to answer

<b>15</b>	<b>Additional Identity (open text)</b>	Optional free text for identities not covered above
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**4.2 Submit Registration & Complete Initial Login**

🕒 ~15–30 min

Review all responses, then click the CAPTCHA 'I'm not a robot' checkbox and click SUBMIT or NEXT to complete registration.

You will receive a confirmation email at your institutional (@nova.edu) address containing a temporary password and login instructions.

Log in to the Workbench using your new @researchallofus.org credentials. You will be prompted to change your temporary password received in the email.

2-Step Verification: You may find that the first step of the 2-Step Verification is grayed out for the first 15 minutes after account creation. Try logging in again and using the refresh button until the 'Turn on 2-step verification' button becomes accessible.

Identity Verification: After 2-Step Verification, your Identity Verification step may also be grayed out initially. Click the refresh button or log in again until the 'Get Started' button is accessible.

**4.2a Identity Verification: Login.gov and ID.me**

The Identity Verification step requires you to verify your personal identity through either Login.gov or ID.me. These are U.S. government-linked identity platforms and are independent of your NSU employment as they verify you as a person, not as an NSU employee.

✓ **RECOMMENDED:** Create your Login.gov or ID.me account **BEFORE** beginning All of Us registration. If your identity verification account is set up and working in advance, the verification step during All of Us registration will go more smoothly as you simply log in to your existing account rather than creating one mid-registration.

**Key points about identity verification:**

- You may use either Login.gov or ID.me as both satisfy the All of Us identity verification requirement. (It is recommended to create the ID.me account first as it is easier)
- You do NOT need to use your @nova.edu email to create your Login.gov or ID.me account. A personal email address works equally well. What matters is that the account is successfully created and verified.
- Even if you already have an existing ID.me account, All of Us may still prompt you to re-verify your documents when linking it as a 'Linked Account' during registration. This is expected behavior.
- You will receive a link on your phone with instructions for using your driver's license or other government-issued photo ID to complete verification. This process may take several attempts.
- If you have difficulty completing identity verification online, it can also be completed in person at a U.S. Post Office location.



If identity verification is proving difficult during the All of Us registration flow, stop and create your Login.gov or ID.me account separately first at [login.gov](https://login.gov) or [id.me](https://id.me). Once that account is fully verified, return to All of Us and use it to complete the Identity Verification step.

## SECTION 5 Completing **Data Access Requirements** [New Users Required Before Accessing Data]

After completing account registration (Sections 2–4), you must complete a series of compliance requirements before you can access any All of Us data. Log in to [workbench.researchallofus.org](https://workbench.researchallofus.org) and navigate to the onboarding checklist. Complete all steps in order.



*These steps are required for all new users. You will not be able to access participant data until Steps 1 and 3 are completed. Step 2 (Controlled Tier) is optional and only needed if your research requires genomic data.*

### Step 1 Activate Basic Registered Tier Access



Registered Tier access can be completed entirely through the All of Us website so no approval from anyone at NSU is required. Simply complete the steps below and your access will be activated automatically.

**1a**

#### Complete Your Researcher Profile

Log in and navigate to your profile page.

Confirm all fields are filled in accurately: name, institution, role, and research background.

Per the All of Us Terms of Use, your profile must be kept current at all times.

Save your profile. The system will record the date it was last updated.

~5 min

**1b**

#### Publications & Presentations Acknowledgment

As a new user you likely have nothing to report yet as this step is still required.

Check 'At this time, I have nothing to report' and click Submit.

Going forward, the All of Us Publication and Presentation Policy require you to report any publication or presentation using All of Us data at least 2 weeks before the publication/presentation date.

Questions? Contact: [support@researchallofus.org](mailto:support@researchallofus.org)

~5 min

**1c**

#### Complete Responsible Conduct of Research (RCR) Training

Navigate to 'My Courses' → select 'Responsible Conduct of Research.'

Complete all required modules. This training covers privacy safeguards and compliance requirements for using Registered Tier data.

Estimated completion time: ~60 minutes. You may complete this across multiple sessions.

After finishing, click the Refresh button or reload the page to update your status.

This certification is valid for one year from the date of completion.

~60 min



Once Step 1 is complete, you will have Registered Tier access to individual-level de-identified EHR data, survey responses, physical measurements, and wearable device data.

## Step 2 Controlled Tier Access (Optional)



Controlled Tier access is optional and provides additional data including whole genome sequencing and more detailed demographic variables. Only pursue this step if your research requires genomic data.

**2a**

### Confirm NSU Authorization for Controlled Tier

Unlike Registered Tier, Controlled Tier access requires additional authorization from NSU's Information Security team.

Contact NSU Information Security (not just your research administrator) to initiate the Controlled Tier approval process.

Your PI or lab director must also explicitly authorize your individual Controlled Tier access.

NSU-Issued Device Requirement: In order to meet NSU's Data Use Agreement requirements for Controlled Tier access, you must provide information about your NSU-issued device and attest that you will only access the All of Us Controlled Tier databases from that specific NSU-issued device. Personal computers are not permitted for Controlled Tier access.

Executive Order Compliance: Access to Controlled Tier genomic data is subject to Presidential Executive Order 14117 (2024), which requires that individuals accessing genomic data are not residents of designated countries of concern, and that appropriate technical security controls are in place. Use of an NSU-issued device satisfies the technical security control requirement.

**Varies**

Controlled Tier access requires NSU Information Security team approval and must be performed exclusively on an NSU-issued computer. Personal devices are not permitted.

**2b**

### Complete Controlled Tier Training

Navigate to 'My Courses' → select 'Researcher Workbench: Controlled Tier Data.'

Complete all required modules covering compliance requirements specific to genomic and additional demographic data.

After finishing, click Refresh or reload the page to update your status.

Note: Your training status will show as 'Unavailable' until institutional authorization is confirmed.

**~60 min**

## Step 3 Sign the Data User Code of Conduct

**3a Review and Sign the Code of Conduct**

Navigate to 'Sign Data User Code of Conduct.'

Read the full Data User Code of Conduct carefully as this is a binding agreement governing how you may use All of Us data.

Electronically sign to confirm your agreement with the All of Us data use policy.

Your signature date and the next annual review/expiration date will be recorded in your account.

This must be signed before any data access is granted.

 ~10 min

*The Code of Conduct must be re-signed annually. Mark your calendar for the expiration date shown after signing so your access is not interrupted.*

## SECTION 6 Creating a **Workspace** [All Researchers]

A Workspace is a dedicated project environment within the Researcher Workbench. You must create a separate workspace for each research project. Each workspace includes a Research Use Statement that is publicly displayed in the All of Us Research Hub Directory.



*You are required to create a separate workspace for each project using All of Us data. Do not reuse workspaces across unrelated research questions.*

### 6.1 Basic Workspace Settings

#### 6.1 Set Workspace Name and Data Tier

Click 'Create a Legacy Workspace' from the Workspaces dashboard.  
Enter a descriptive Workspace Name tied to your specific project.  
Select Data Access Tier: 'Registered Tier' (default) or 'Controlled Tier' (if authorized).  
Select Dataset Version: Use 'All of Us Registered Tier Dataset v8' (latest) unless your protocol specifies an older version.

2 min

#### 6.2 Select Billing Account

Under 'All of Us Billing Account,' select 'Use All of Us initial credits' (each user receives \$300 in initial credits).  
If initial credits are exhausted, select a shared billing account or create a new one via Google Cloud Platform.  
Monitor your remaining credits, visible in the billing dropdown.

1 min




**Initial credits are limited to \$300 per user. Plan your computer time usage carefully. Contact your PI or NSU research administration if additional funding is needed.**

### 6.2 Research Use Statement (7 Questions)

All answers are publicly displayed in the Research Hub Directory. Responses should be written in plain language without jargon and must specifically describe this project. Do not reuse generic answers across workspaces.

Q#	Question	What to Include
1	<b>Primary Purpose of Project</b>	Select: Research Purpose, Educational Purpose, For-Profit Purpose, or Other. Most NSU researchers select 'Research Purpose.'
2.1	<b>Scientific Question &amp; Importance</b>	Describe your specific research question and why it matters to science or public health. 1000-character limit.

<b>2.2</b>	<b>Scientific Approaches &amp; Methods</b>	Describe the datasets, methods, and analysis tools you will use. 1000-character limit.
<b>2.3</b>	<b>Anticipated Findings &amp; Contribution</b>	Explain expected findings and how they advance your field. 1000-character limit.
<b>3</b>	<b>Dissemination Plans</b>	Select all applicable: peer-reviewed publications, conference presentations, community forums, social media, press releases, etc.
<b>4</b>	<b>Scientific Framework Alignment</b>	Select all outcomes that describe your project's goals (e.g., reducing health disparities, improving diagnosis, developing prevention strategies).
<b>5</b>	<b>Population of Interest</b>	Indicate whether your study focuses on historically underrepresented populations. If yes, specify race/ethnicity, age groups, sex at birth, gender identity, sexual orientation, geography, disability status, access to care, education level, income level, or other.
<b>6</b>	<b>AI/AN Research Policy</b>	Indicate your plans regarding American Indian and Alaska Native populations. If your study involves AI/AN-specific analyses, provide details. Required for all workspaces.
<b>7</b>	<b>Request RAB Review (Optional)</b>	Optionally request a review by the Resource Access Board if your research could potentially stigmatize any community. RAB responds within 5 business days. You may begin working in your workspace during review.

<b>6.3</b>	<b>Save the Workspace</b> Review all Research Use Statement responses. Click 'Create Workspace' to finalize. Your workspace will appear on the Workspaces dashboard.	 <b>2 min</b>
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## SECTION 7 Building a Cohort [All Researchers]

A cohort is a group of participants selected from the All of Us dataset based on specific inclusion and exclusion criteria. No coding is required for basic cohort creation; the Cohort Builder provides a visual interface.



*From the Workspace, click on the DATA tab. You will see two panels: Cohorts and Datasets. A cohort defines WHO is in your study; a dataset defines WHAT data you pull about them.*

### 7.1 Open the Cohort Builder

Inside your workspace, click the DATA tab.  
Click the '+' button next to 'Cohorts,' or select 'Cohorts' from the Show filter.  
Click 'Create New Cohort' as this opens the Build Cohort Criteria screen.

1 min

### 7.2 Add Inclusion Criteria (Group 1)

Under 'Include Participants,' click 'ADD CRITERIA' within Group 1.  
A dropdown appears with two main categories, Program Data and Domains:  
PROGRAM DATA: Demographics | Surveys | Physical Measurements | Wearables  
DOMAINS: Conditions | Procedures | Drugs | Labs and Measurements | Visits | Observations | Devices | Has EHR data  
CONCEPTS: Concept Set | Concept Quick Add  
Select the appropriate category for your research criteria. Use the search bar to find specific diagnoses (ICD-10), medications (RxNorm), or lab values.

5–20 min

### 7.3 Add Additional Groups or Exclusion Criteria

To add more inclusion criteria, click '+' to add another group or additional items within Group 1.  
To add exclusion criteria, scroll down to 'Exclude Participants' and add criteria the same way.  
Participant count updates in real time as counts below 20 are suppressed and displayed as '< 20' to protect participant privacy.

5–15 min



*You can combine multiple criteria groups using AND/OR logic to build complex inclusion/exclusion rules without writing any code.*

### 7.4 Save Your Cohort

Click Finish and Review and then 'SAVE COHORT'. Assign a descriptive name tied to your project.  
The cohort will appear in your workspace under the Cohorts section.  
You can create multiple cohorts within the same workspace (e.g., cases and controls).

1 min

**7.5 Review Cohort (Optional)**

Click 'Cohort Reviews' from the DATA tab to inspect a sample of participants in your cohort.

This allows manual review of individual de-identified records to validate your criteria before building a dataset.

 **Varies**

## SECTION 8 Creating & Exporting a Dataset [All Researchers]

A dataset combines your cohort (participants) with the specific data variables you want to analyze. The Dataset builder uses a 3-step panel: Select Cohorts → Select Concept Sets (rows) → Select Values (columns).

### 8.1 Open the Dataset Builder

From your workspace DATA tab, click the '+' button next to 'Datasets,' or select 'Datasets' from the Show filter.  
Click 'Create Dataset.' The Dataset page opens with three selection panels.

 1 min

## Panel 1 Select Cohorts (Participants)

### 8.2 Select Your Cohort

In Panel 1, you will see two options:  
Prepackaged Cohorts: 'All Participants' includes the entire All of Us dataset without restriction.  
Workspace Cohorts: Any cohorts you have built and saved in this workspace.  
Check the box next to your saved cohort (or 'All Participants' if no cohort filter is needed).

 1 min

## Panel 2 Select Concept Sets (Rows)

### 8.3 Select Concept Sets

Panel 2 lists available concept sets (the types of data rows to include). Preloaded options include Demographics, All Surveys, The Basics, Lifestyle, Overall Health, and more.  
You can also add custom concept sets built from the Cohort Builder.  
Check all concept sets relevant to your research variables.

 2–5 min

## Panel 3 Select Values (Columns)

### 8.4 Select Values / Variables

After selecting concept sets in Panel 2, Panel 3 populates with available variable columns.  
Click 'Select All' to include all available columns or check individual variables.  
These become the columns in your final data table (e.g., age, diagnosis code, survey response, lab value).

 2–5 min

## Panel 4 Preview & Create Dataset

**8.5 Preview the Dataset**

Click 'View Preview Table' to see a sample data table based on your selections.  
Verify that participant rows and variable columns appear as expected.  
If incorrect, adjust your cohort, concept sets, or values and re-preview.

 **2 min****8.6 Create the Dataset**

Click 'CREATE DATASET' at the bottom right of the page.  
Assign a descriptive dataset name tied to your project.  
The dataset is saved to your workspace and can be revisited or modified at any time.

 **1 min**

## 8.2 Exporting the Dataset for Analysis

Once your dataset is created, click 'ANALYZE' to open the Export Dataset dialog.

**8.7 Export to Notebook or Analysis Tool**

In the Export Dataset dialog, select your programming language: Python, R, or SAS.  
Choose to export to an existing or new Jupyter Notebook (.ipynb format).  
Enter a name for the new Jupyter Notebook (e.g., 'Project\_Analysis').  
Optionally click 'SEE CODE PREVIEW' to inspect the auto-generated analysis code before exporting.  
Click 'COPY CODE' to copy the code to clipboard for use in RStudio or SAS, OR  
Click 'EXPORT' to create the notebook directly in your workspace.

 **3–5 min**

*All analysis environments (Jupyter, RStudio, SAS) run securely within the Workbench on Google Cloud. Data never leaves the secure environment. Downloading raw data to a local computer is not permitted by the All of Us Data Use Policy.*

**8.8 Run Your Analysis**

Once inside the Analysis environment, you'll notice a Workspace Actions pane on the left side of the screen. This panel is a helpful quick-reference hub that provides access to key workspace tools without leaving your notebook. It includes a Help Tips section with guidance on navigating the analysis environment, running notebooks, and managing your workspace resources. If you get stuck or need a refresher on any part of the Workbench while working in your notebook, check the Help Tips section here before reaching out to support as it covers many common questions about the analysis workflow.

 **Varies**

**SECTION 9 Compliance Tracker & Contacts** [All Researchers]**9.1 Compliance Checklist**

Use this table to track completion status for each required item.

Compliance Item	When to Complete	Expires	Renewal Due	Status
<b>Researcher Profile</b>	Complete at registration	Ongoing	Annually	○ <b>At registration</b>
<b>Publication Acknowledgment</b>	Complete at registration	Ongoing	Annually	○ <b>At registration</b>
<b>RCR Training (Registered Tier)</b>	Complete at registration	1 yr from completion	1 yr from completion	○ <b>Required</b>
<b>Data User Code of Conduct</b>	Complete at registration	1 yr from completion	1 yr from completion	○ <b>Required</b>
<b>Identity Verification (Login.gov/ID.me)</b>	Complete at registration	Permanent (one-time)	N/A	○ <b>Required</b>
<b>Controlled Tier Training</b>	If applicable	1 yr from completion	1 yr from completion	○ <b>Optional</b>
<b>NSU InfoSec Authorization (Controlled Tier)</b>	If applicable	Per NSU policy	Per NSU policy	○ <b>Optional</b>

**9.2 Key Contacts & Resources**

<b>All of Us Support Email</b>	support@researchallofus.org
<b>Researcher Workbench Login</b>	workbench.researchallofus.org/login
<b>Identity Verification Login.gov</b>	login.gov
<b>Identity Verification ID.me</b>	id.me
<b>All of Us Main Website</b>	researchallofus.org
<b>Research Hub Directory</b>	researchallofus.org/research-projects-directory
<b>Publication &amp; Presentation Policy</b>	allofus.nih.gov Resources > Policies
<b>Resource Access Board (RAB)</b>	Contact via User Support Hub in your workspace
<b>NSU Information Security (Controlled Tier)</b>	Contact for Controlled Tier device authorization
<b>NSU Research Administration</b>	Contact your departmental research office

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All researchers must comply with All of Us data use policies, NIH guidelines, and NSU institutional requirements.*

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