1. The registration process includes two training modules that take an average of **5-6 hours to complete** in total, but you may save your progress at any time and return later if needed. If you do not have a State-Issued ID, US SSN, or eRA Commons ID, you must complete some additional steps partway through the process to validate your affiliation with the university and your sponsor, which may add up to 3-5 business days to the process. The following steps should be completed using the browser Google Chrome Version 67 or greater.
2. Navigate to www.researchallofus.org/CTSA-PACERcommunitynetwork-apply, scroll down and click Register
3. Under "Don't have an account?", Click Create Account
4. Read and accept terms of use
5. **Step 1 of 3**: Select Indiana University from the institution drop down and input IU email address
6. Select appropriate Role at University and click Next
7. **Step 2 of 3**: Create a username for All of Us and fill out remaining information on step 2
8. **Step 3 of 3**: Answer demographic information in step 3
9. An email will be sent to the email you chose in (5). This may take 5-10 minutes before receiving the email.
10. Follow steps in email to complete registration using the username and temporary password provided. Begin by navigating to https://workbench.researchallofus.org/login and clicking the Google Sign-in and use the information in the email to sign in. Create a strong, permanent password here.
11. You will be redirected to the workbench (https://workbench.researchallofus.org/) and asked to complete several steps in order to gain access to the data.
12. **Step 1a**: Set up 2-Factor Authentication via Google using your preferred method (Authenticator app is much safer than SMS/Phone).
13. **IF YOU DO NOT HAVE A STATE-ISSUED ID OR UNITED STATES SOCIAL SECURITY NUMBER, PROCEED TO THE LOGIN.GOV APPENDIX BELOW**
    Step 1b: Verify identity with Login.gov account (create one on Login.gov if you have not yet; requires state-issued ID, SSN (card not needed), and phone number). It is also suggested that you use a personal email account for this step, as it should be more stable than an employer's email address. Additionally, set-up multiple backup authentications and save your personal key somewhere safe.
14. **Step 1c**: Back on the workbench, complete All of Us research Registered Tier training. Click on Responsible Conduct of Research to proceed after signing in. An assessment will be given when all the training steps are completed, and an 80% score is required to pass.
    a. The estimated time to complete the modules and assessment is 45-60 minutes according to the website, but this will likely take much longer on the first attempt (up to 2-3 hours). Please set aside ample time to complete the modules and assessment, and you may save your progress and return at a later time if needed.
    b. If a score of 80% is not achieved on the first assessment, a second assessment will be given with ten different questions. If a score of 80% is not achieved on this assessment, you must wait 24 hours before attempting again.
    c. In the assessment, the format will be one question per screen; not all questions will be displayed at once. Once you proceed to the next question, you cannot return to the previous question.

     d.   After evaluation, you can view your scores and explanations for incorrect answers and review the attempt for future reference (second attempt).

     e.   Once you achieve a score of 80% (I.e. 8/10). The page will direct you to the next steps of controlled tier training.

15. **Step 2a and 2b**: Indiana University has already signed an agreement with All of Us, so these two steps should already be completed for those who have selected Indiana University as their institution. There should be a green checkmark next to "Indiana University must sign an institutional agreement" and "Indiana University must allow you to access Controlled Tier data"

16. **Step 2c**: Complete the All of Us research Controlled Tier Training (45-60 minutes estimated, 2-3+ hours likely, 5 modules)

     a.   Like the registered tier training, training will likely take longer than the estimated time. Please allot sufficient time to complete the modules and the assessment; if necessary, you may save your progress and return later.

     b.   A score of 80% is required to pass the assessment at the end, with the same rules as the Registered Tier training assessment.

     c.   In the assessment, the format will be one question per screen; not all questions will be displayed at once. Once you proceed to the next question, you cannot return to the previous question.

     d.   After evaluation, one can view your scores and explanations for incorrect answers and review the attempt for future reference (second attempt).

     e.   The concluding stage of the Data User Code of Conduct is unlocked once you pass the assessment.

17. **Step 3**: Sign the Data User Code of Conduct

Login.gov Appendix (Takes an additional 3-5 business days if you do not have an eRA Commons ID)

1. If you do not have a US State-issued ID or United States SSN, start with this page from All of Us Support: https://support.researchallofus.org/hc/en-us/articles/15992383582996-Researcher-Login-gov-Assistance-Form.
2. Click the link in point #1 called "Login.gov Registration Assistance Form" and complete the survey as noted (https://redcap.pmi-ops.org/surveys/?s=AJ3TJXPKAXXE4ANT).
3. If you have an eRA Commons ID, enter it when prompted to and submit the form. All of Us should reach out with you shortly to finalize your registration. You can then proceed with Step 14 in the above section.
4. If you do NOT have an eRA Commons ID, choose 'No' when prompted and choose the option: "Yes, please reach out to my institution on my behalf." This will send a notification to All of Us to get in contact with our contacts at Indiana University. This step may take one or two business days before you hear back for the next step.
5. Someone from Indiana University will reach out to you to fill out a survey to authenticate you with the university. Once this survey is complete, we will reach out to your sponsor to finish the authentication, so please let them know to be prepared to fill out a short survey for this process.
6. Once your sponsor has verified your affiliation with the university, we will send this verification to All of Us, and they will let you continue your registration. Steps 4-6 in this appendix depend on how quickly these surveys are filled out, but they can take up to 3-5 business days depending on the response time from the IU support staff, you and your sponsor, and All of Us's support staff.
7. Once All of Us has finalized this verification, you may proceed with Step 14 in the above section.