

# CNCB Central Authentication Service

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The CNCB Central Authentication Service supports three types of identities: personal accounts, institutional accounts, and Data Access Accounts. Data Access Accounts are generated through invitations from institutions. The invitee may be an already registered personal account holder or a user who has not yet registered. After completing institutional verification, the Data Access Account receives full permissions and includes all functions of a personal account.

Account Type	How It Is Obtained	Functions and Permissions
Personal Account	Registered independently by an individual user	<ul style="list-style-type: none"> <li>• Submit and apply to use general data</li> <li>• Cannot apply for Aging Biobank database resources</li> </ul>
Institutional Account	Registered by an institution as an organization	<ul style="list-style-type: none"> <li>• Manage researcher accounts within the institution</li> <li>• Conduct preliminary review of data access applications</li> <li>• Does not directly submit or apply to use data</li> </ul>
Data Access Account	Generated through an invitation from an institutional account. The invitee may be a registered or unregistered user. It becomes valid after institutional verification is completed.	<ul style="list-style-type: none"> <li>• Has all functions of a personal account</li> <li>• Can apply to use Aging Biobank database resources</li> </ul>

## I. Personal Account


A personal account is for users who are creating an account for the first time. Users registered in this way may submit and apply to use general data, but cannot apply for the Aging Biobank database.

### 1. Fill in basic personal information

Click “Sign up for a Personal Account” to enter the registration page and complete all required information as prompted.

#### Important notes:

- The email address must be real and valid. It is used for account login, receiving activation emails, and password recovery.
- The password must meet the page requirements, and the two password entries must match.
- Please provide complete and accurate name and address information whenever possible.
- After confirming that all information is correct, click Submit. If there are errors, revise the information according to the page prompts and submit again.


 **NGDC Central Authentication Service**

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Email or Username Forgot to activate?


Password Forgot password?

Check Code

Remember me

Don't have an account?

  
科技资源共享网账号登录



English ▾

### Welcome to Register for a Personal Account

**Account Information**

Email \*

The activation link will be sent to the email address provided. Please ensure the email is spelled correctly without extra/missing characters, spaces, or line breaks.  
If you don't receive the activation email, check your spam folder and adjust your filtering settings accordingly.  
If still unresolved, contact your institute's email administrator to add @cnrcb.ac.cn to the whitelist before retrying, or use an alternative email address.

User Name \*

Username length should be between 6 to 15 characters.  
Once submitted, the username becomes permanent. The user's email can be changed anytime, but the username will remain unchanged.

Password \*

Password must contain uppercase letters, lowercase letters, numbers, and special characters, and be 8-30 characters long.

Confirm Password \*

**Personal Information**

First Name \*  Middle Name  Last Name \*

Country / Region \*  State / Province \*  City \*

Address \*  Phone \*  Postal Code \*

**Institute Information**

Institute Name (Chinese) \*

Please fill in the official full name of your institute. Do not use abbreviations or short names. It must match the name shown on the official website or on formal letterhead.

Institute Name (English) \*

Please fill in the official full name of your institute, such as "Beijing Institute of Genomics, Chinese Academy of Sciences (China National Center for Bioinformation)". Do not use abbreviations or short names. It must match the name shown on the official website or on formal letterhead.

Department / School \*

Institute Type \*

If it is an "affiliated hospital of a medical school", classify it based on the governing institution (e.g., choose "University" if affiliated with a university, or "Hospital" if under the health department).

Laboratory  Professional Title  Research Area

## 2. Complete personal account activation

After submission, go to the registered email inbox, find the activation email, and click the link in the email to activate the account. If the activation email is not received, first check the spam folder, promotional email folder, or email blocking records.

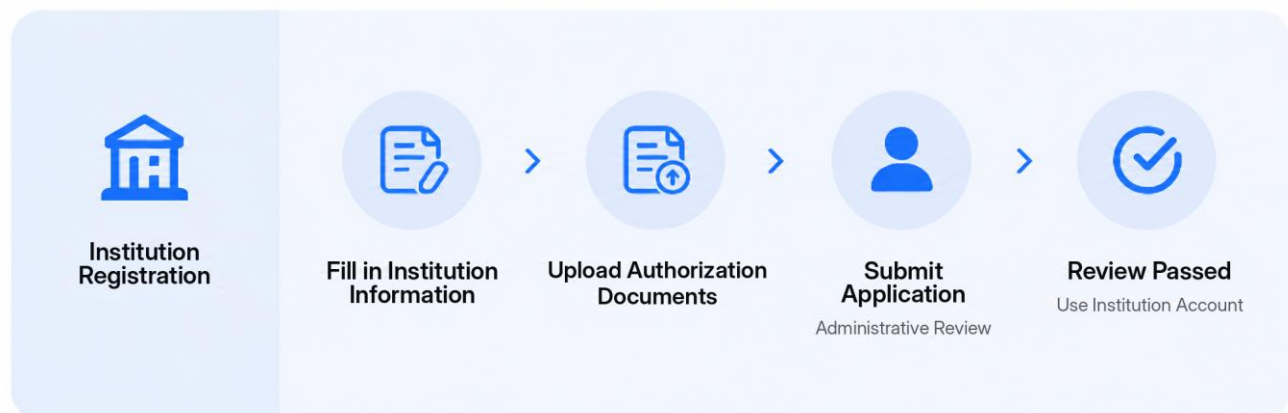
## II. Institutional Account

### 1. Institutional registration process

An institutional account is an organization-level management portal for legal entities. It applies to research institutes, universities, hospitals, companies, and other institutions. Its main purposes include institutional account and permission management, as well as participation in the formal review of data access applications for certain controlled databases, such as Aging Biobank.

#### Basic rules:

- In principle, each institution may apply for only one institutional account. Universities may make appropriate adjustments based on actual management needs, for example by applying for separate institutional accounts by school or faculty.
- The institutional account should be managed and used by a designated institutional representative. The institutional representative must be a natural person and should have written authorization from the institutional head.
- The institutional account is for management only. It cannot directly apply for or download controlled data, submit datasets, or bind a personal account.



#### 1) Fill in basic institutional information

After entering the institutional registration page, the user should follow the page prompts to enter the information related to the institutional account and the institutional representative. This mainly includes the institution name, department, institutional representative information, contact information, position, and related details.

### Important notes:

- It is recommended to enter the official full name of the institution and avoid using only abbreviations.
- The institutional representative information should be consistent with the content of the authorization letter.
- The contact email address must be real and valid so that review results or follow-up notices can be received.
- The scanned authorization letter must meet the upload requirements shown on the page.

## 2) Upload authorization materials

Before applying for an institutional account, please prepare the authorization letter according to the template. The authorization letter must be signed by the institutional head or affixed with a signature stamp, and must bear the official seal of the institution. The authorized personnel are listed below:

Institution Type	Authorized Personnel
Research institute / public institution	Legal representative / executive director
Hospital	President / vice president
University	President / dean
Company	Legal representative / president / CEO

### Important notes:

- Please strictly follow the template requirements and do not modify or delete the original text.
- The authorization letter must be complete, clear, and accurate.
- The signature or signature stamp must be clear and valid.
- The official seal of the institution is required. International institutions without an official seal may be exempt from the seal requirement.
- Upload a scanned PDF file no larger than 5 MB.
- The scanned copy must be complete, clear, and flat. It must not be cropped, distorted, tilted, or blurred.

Authorization File \*

 Access PDF file only, and the file size must be less than 5MB

[Authorization Letter Template](#)

Please download the Authorization Letter Template, which must be signed by an authorized representative (e.g., legal representative for enterprises, dean for universities, or director for research institutes) with an official seal (departmental seals are acceptable for universities). For foreign institutions, the official seal requirement may be waived.

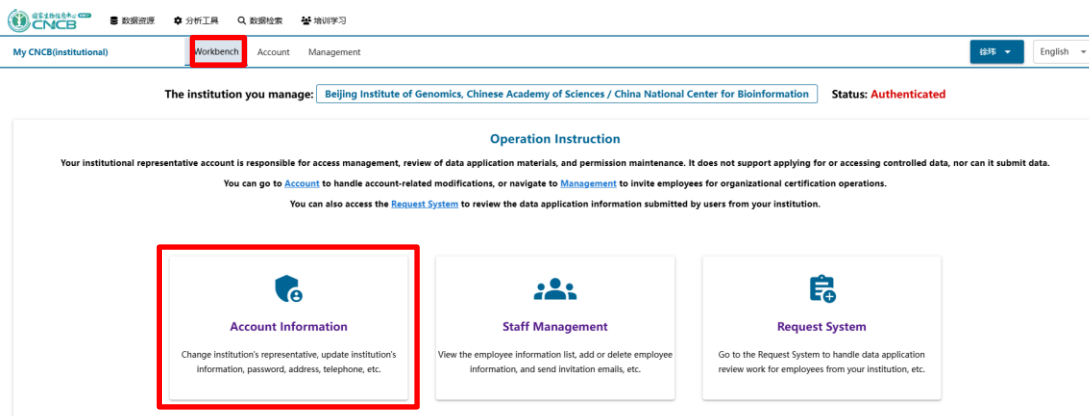
Submit

Reset

### 3) Submit the application and wait for manual review

After the institutional account registration is submitted, it must undergo manual review by the platform. Reviewers will verify the institutional information, authorization of the institutional representative, and uploaded materials.

If the review is not approved, the system will send a notification. You can use “Account” in the menu bar or directly click “Account Information” to revise the relevant information or re-upload materials according to the platform feedback.

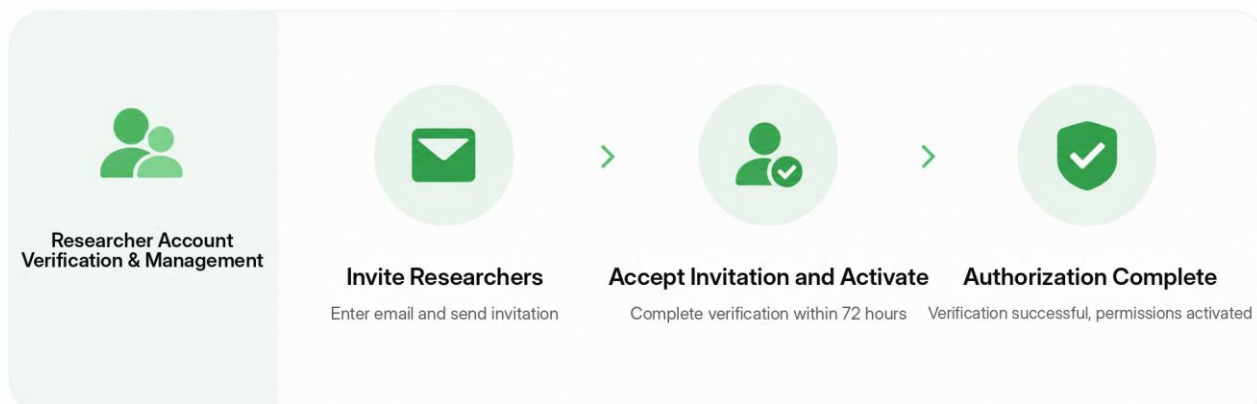


### 4) Use the institutional account after approval

After approval, the institutional account can be used as an organization-level management portal. It mainly provides two functions: authentication and management of researcher accounts, and formal review of data applications. Currently, this applies only to the Aging Biobank database.

## 2. Authentication and management of researcher accounts

A data application account is a researcher's personal account, typically held by a formal employee of an institution; transient personnel such as students are not advised to register directly. The account can only be created by invitation from an institutional account. Only accounts verified through an institutional account are eligible to apply for controlled-access data from Aging Biobank.



## 1) Invite researchers within the institution

- After logging in to the institutional account, the institutional representative can use “Management” in the menu bar or directly click “Staff Management” to enter the relevant function page. Initiate an invitation: the institutional representative can click “Invite a New Member” to invite and authenticate institutional users.

The screenshot illustrates the navigation process within the My CNCB (institutional) system. The top navigation bar includes 'Workbench', 'Account', and 'Management'. The 'Management' menu is selected, leading to the 'Personnel Management Center'. The 'Staff Management' option is highlighted in the main content area. A large blue arrow points down to the 'Personnel Management Center' page, which contains instructions for user invitation and a highlighted 'Invite a New Member' button.

**Operation Instruction**

Your institutional representative account is responsible for access management, review of data application materials, and permission maintenance. It does not support applying for or accessing controlled data, nor can it submit data.

You can go to [Account](#) to handle account-related modifications, or navigate to [Management](#) to invite employees for organizational certification operations.

You can also access the [Request System](#) to review the data application information submitted by users from your institution.

**Account Information**  
Change institution's representative, update institution's information, password, address, telephone, etc.

**Staff Management**  
View the employee information list, add or delete employee information, and send invitation emails, etc.

**Request System**  
Go to the Request System to handle data application review work for employees from your institution, etc.

**Personnel Management Center**

Regarding the user invitation function, here are the instructions:

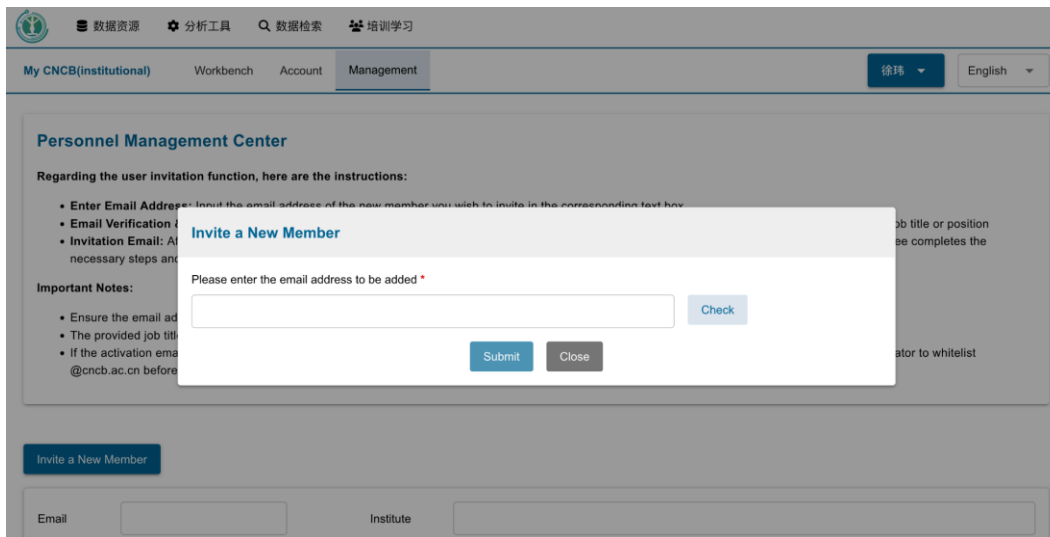
- Enter Email Address:** Input the email address of the new member you wish to invite in the corresponding text box
- Email Verification & Information Completion:** Click the "Check" button, the system will verify whether the entered email is valid. Please fill in the user's job title or position
- Invitation Email:** After completing the required information, the system will automatically send an invitation link to the target email address. Once the invitee completes the necessary steps and activates their account, the invitation process will be finalized. If the invitation is not completed, you can resend it with one click.

**Important Notes:**

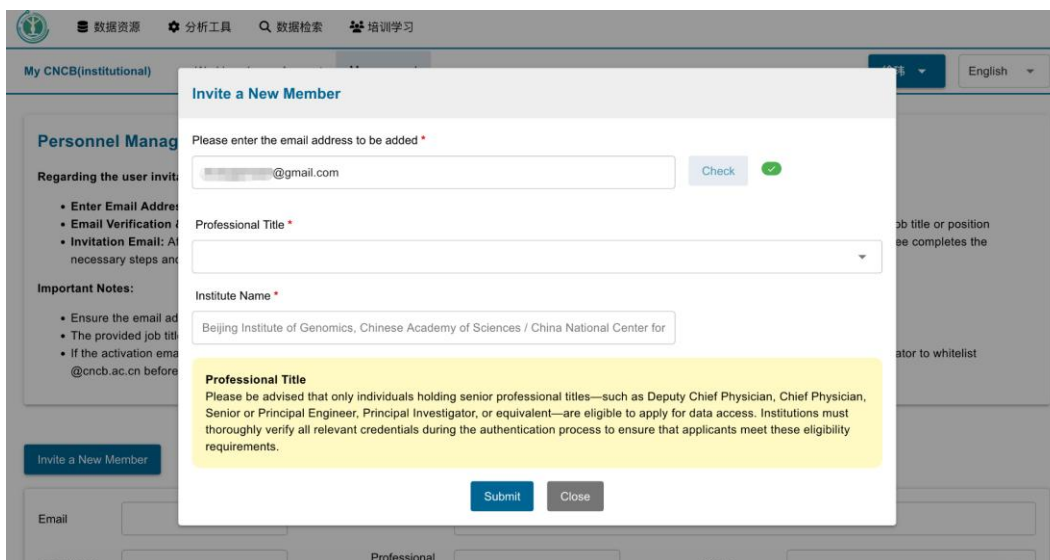
- Ensure the email address is correct, without extra or missing characters, spaces, or line breaks
- The provided job title or position should match the user's actual role to ensure eligibility
- If the activation email is not received, check the spam folder and adjust email filtering settings. If the issue persists, contact your institute's email administrator to whitelist @cncb.ac.cn before retrying or use an alternative email address.

[Invite a New Member](#)

- Enter the email address: enter the email address of the new member to be invited in the corresponding text box.

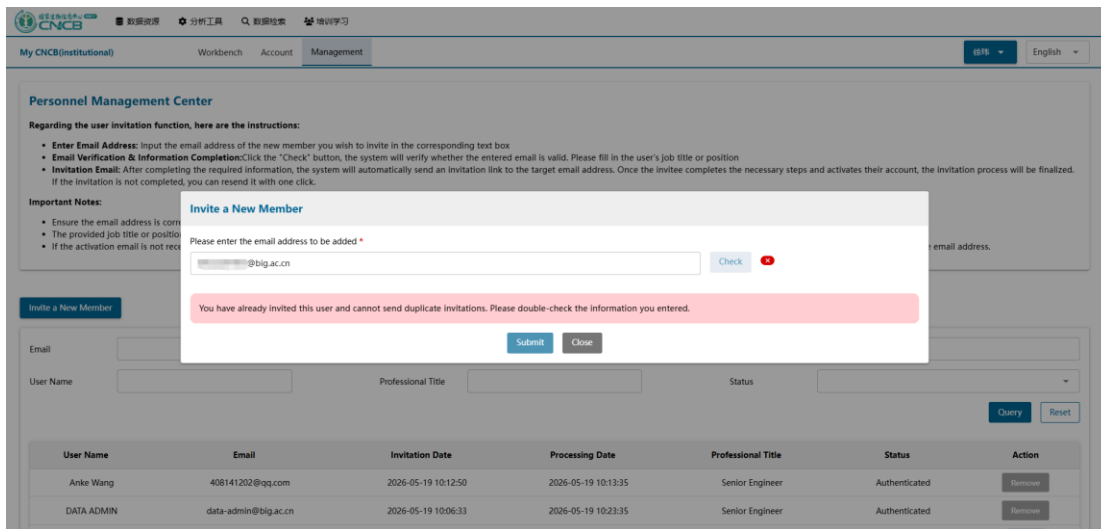


- Email validation and information completion: click the “Check” button. The system will verify whether the entered email address is valid. After the email address passes validation, complete the user’s position or professional title information, and click “Submit” to complete the invitation process.



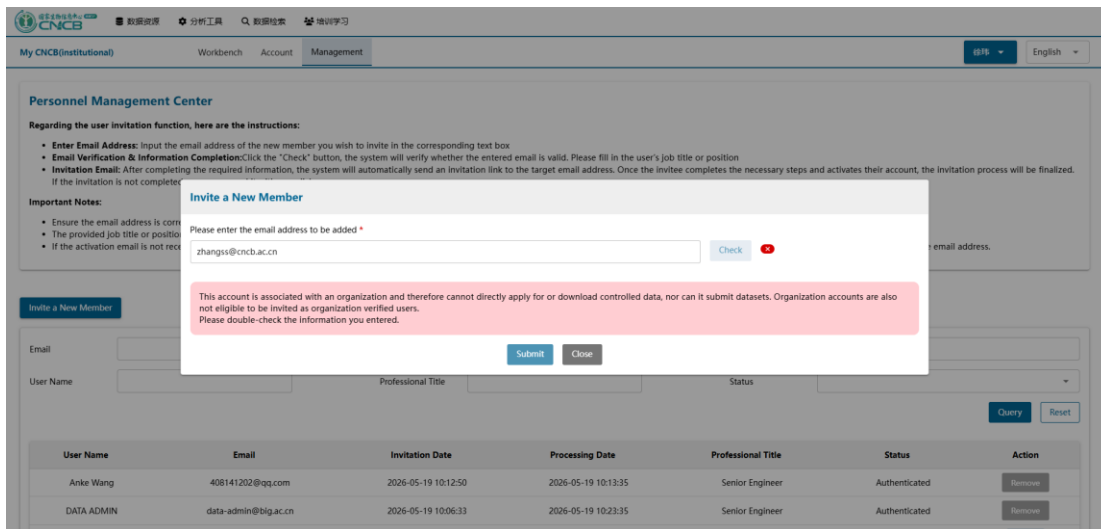
### Common issues:

- If the account is already an authenticated user of this institution, the system returns a red error message stating that the user has already been invited and cannot be invited again. **You have already invited this user and cannot send duplicate invitation. Please double-check the information you entered.**



You may enter the invited email address in the search area to verify whether it appears in the institution personnel list. If it is not displayed, please contact us promptly.

b. If the account has already been authenticated by another institution, the system returns a red error message stating that the account is already associated with an institution and therefore cannot directly apply for or download controlled data or submit datasets. This account is associate with an organization and therefore cannot directly apply for or download controlled data, nor can it submit datasets. Organization accounts are also not eligible to be invited as organization verified users. Please double-check the information you entered.



## 2) The invitee confirms and activates the account

After the institutional representative sends the invitation, the system automatically sends an invitation link to the invited email address.

- If the invitee has already registered a personal account, the invitee can log in to the email account and click “Accept Invitation and Activate Account” to complete authentication.

◆ 总结此邮件



bigd-admin@cncb.ac.cn

发送给我

09:43 (1小时前) ☆ 😊 ↶ ⋮

Authentication and Activation as an Institutional Verified User of **Beijing Institute of Genomics, Chinese Academy of Sciences / China National Center for Bioinformation**  
 中国科学院北京基因组研究所 (国家生物信息中心) 机构验证用户的身份验证和激活

Dear [redacted]@gmail.com

You are invited to become a verified user for **Beijing Institute of Genomics, Chinese Academy of Sciences / China National Center for Bioinformation**.

Our records show that you have already registered. Please follow the steps below to complete authentication and activate your institutional account:

1. Click the link to confirm your affiliation with **Beijing Institute of Genomics, Chinese Academy of Sciences / China National Center for Bioinformation** and activate your account:

[Accept Invitation and Activate Account](#)

2. Once activated, you will be able to apply for access to the required databases.

Please complete the above steps within 72 hours. If you did not expect this invitation, you may safely ignore this email.

您被邀请成为中国科学院北京基因组研究所 (国家生物信息中心) 的机构认证用户。

我们的记录显示您已完成注册。请按以下步骤完成机构用户认证并激活账号：

1. 点击链接确认您隶属于中国科学院北京基因组研究所 (国家生物信息中心)，并激活您的机构账号：[接受邀请并激活账户](#)

2. 激活成功后，您即可作为机构认证用户申请访问所需数据库

请在 72 小时内完成以上步骤。如非预期收到此邀请，请放心忽略此邮件。

Best regards.

CNCB Account Team

2026-05-19

Note: This email is sent by the system automatically, please do not reply directly.

- If the invitee has not registered a personal account, the invitee can also complete authentication after clicking the email link and filling in the personal information.

### 3) Status updates and management

After the invitee completes authentication, the authentication status changes from “Unauthenticated” to “Authenticated.”

- Invitation validity: invited users must complete authentication and account activation within 72 hours. If they do not complete it before the link expires, the institutional representative can use the “Invite” button to resend the invitation.
- Departure handling: when an authenticated user leaves the institution, the authentication relationship can be removed by using the “Remove” button.

User Name	Email ↕	Invitation Date	Processing Date	Professional Title	Status	Action
[redacted]	[redacted]	2026-05-19 09:42:37		Senior Engineer	Unauthenticated	<a href="#">Invite</a>

Records per page: 5 1-1 of 1



User Name	Email ↕	Invitation Date	Processing Date	Professional Title	Status	Action
[redacted]	[redacted]	2026-05-19 10:06:33	2026-05-19 10:23:35	Senior Engineer	Authenticated	<a href="#">Remove</a>

Records per page: 5 1-1 of 1

### 3. Formal review of data access applications

Institutional representatives must participate in the preliminary review process for data access applications for certain controlled databases, such as Aging Biobank.

## 1) Access the application review platform

After logging in to the institutional account, the institutional representative can click “Request System” to enter the relevant function page.

The screenshot shows the My CNCB (institutional) dashboard. At the top, there are navigation tabs for Workbench, Account, and Management. The user is logged in as 'Authenticated'. The main content area is titled 'Operation Instruction' and contains three cards: 'Account Information', 'Staff Management', and 'Request System'. The 'Request System' card is highlighted with a red border. Below the cards, there is a table with columns for Database, Pending, Approved, Returned, Unsubmitted, and Success.

Database	Pending	Approved	Returned	Unsubmitted	Success
Aging-Biobank	1	4	0	4	3

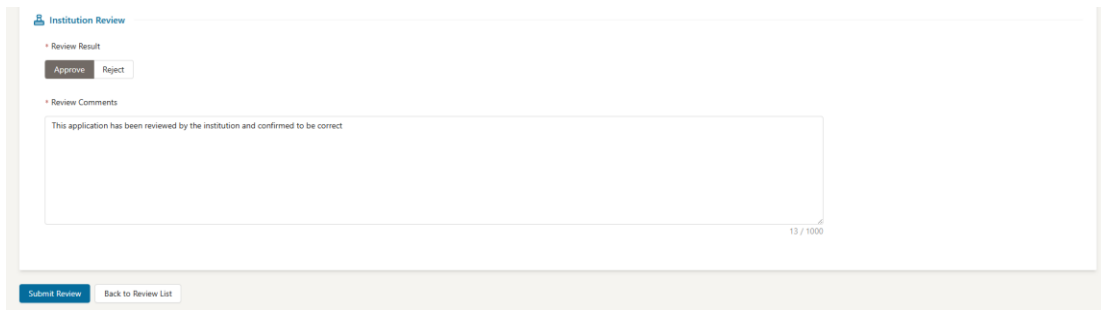
## 2) Review data applications submitted by authenticated users

In this system, the institutional representative clicks “Review” to enter the review page and conduct a formal review of application information submitted by institution-authenticated users.

- If the application passes review, click “Approve.”
- If you do not agree with the application, click “Reject.”

The screenshot shows the biobank Institution Review List page. It features a 'Please Note' section with instructions for institutional representatives. Below this is a table with columns for Database, Pending, Approved, Returned, Unsubmitted, and Success. The table shows data for Aging-Biobank. At the bottom, there is a table with columns for Request Code, User Account, Request Time, Source, Status, Review Time, and Operation. The table shows a single row with Request Code CREQ0000059, User Account, Request Time 2026-05-09 13:24:35, Source Aging-Biobank, Status Reviewing, and Operation buttons (Review, View, Log). A blue arrow points from the 'Request System' button in the previous screenshot to this page.

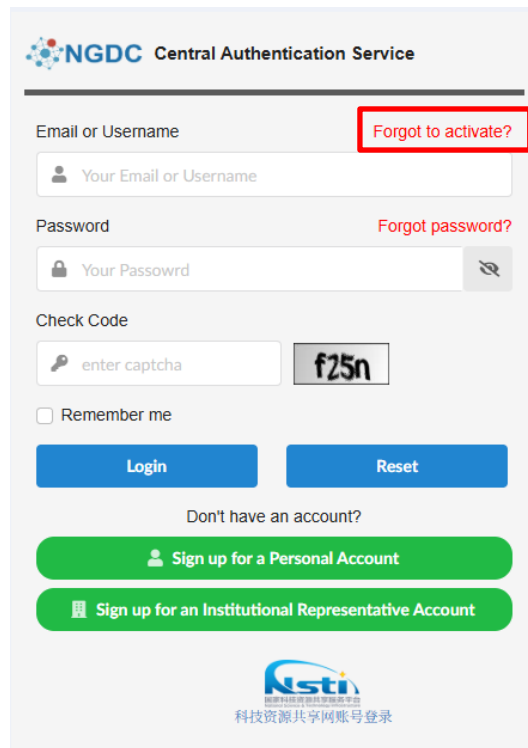
Request Code	User Account	Request Time	Source	Status	Review Time	Operation
CREQ0000059		2026-05-09 13:24:35	Aging-Biobank	Reviewing	-	Review View Log



### III. Frequently Asked Questions

#### 1. Forgot to activate the account

If you forgot to activate your account after registration, click the “Forgot to activate?” link shown in the figure in the original document to reactivate your account.



#### Forget to Activate

Email \*

The activation link will be sent to the email address provided. Please ensure the email is spelled correctly without extra/missing characters, spaces, or line breaks.  
If you don't receive the activation email, check your spam folder and adjust your filtering settings accordingly.  
If still unresolved, contact your institute's email administrator to add @cncb.ac.cn to the whitelist before retrying, or use an alternative email address.

Submit Reset

## 2. Forgot login password

If you forgot your password, click the “Forgot password?” link shown in the figure in the original document to reactivate your account.

NGDC Central Authentication Service

Email or Username [Forgot to activate?](#)

Your Email or Username

Password [Forgot password?](#)

Your Password

Check Code

enter captcha f25n

Remember me

Login Reset

Don't have an account?

Sign up for a Personal Account

Sign up for an Institutional Representative Account

Nstii  
科技资源共享网账号登录



### Forget Password

Email \*

The reset password link will be sent to the email address provided. Please ensure the email is spelled correctly without extra/missing characters, spaces, or line breaks.  
If you don't receive the reset password email, check your spam folder and adjust your filtering settings accordingly.  
If still unresolved, contact your institute's email administrator to add @cncb.ac.cn to the whitelist before retrying, or use an alternative email address.

SUBMIT RESET