

# LabArchives

## Setting Up & Accessing your Account at University of Technology Sydney For Researchers and Instructors



LabArchives' integration with the University of Technology Sydney (UTS) single sign-on authentication system makes it easier to access your LabArchives account. The simple steps below will guide you through this process.

### Email Recognition Login

- Start by using the main LabArchives login URL, <https://au-mynotebook.labarchives.com>. LabArchives will prompt you to login through the institution when you are using a UTS email address. However, if you do not see that prompt, select your institution from the drop-down menu.

A screenshot of the LabArchives "Customer Login" page. It features a purple header with the text "Customer Login". Below the header are two input fields: "Email address" and "Password". A green "login" button is positioned below the password field, with links for "forgot password?" and "resend account activation email" underneath. A yellow "create new account" button is located below the login button. A section titled "Students and Institutional users" follows, containing a list of participating institutions: California Institute of Technology, Cornell University, Iowa State University, UT Southwestern Medical Center, The University of Texas at El Paso, The University of Texas at San Antonio, University of Wisconsin - Madison, Weill Cornell Medical College, and Yale University.

- Select your institution and you will be redirected to the UTS login page. (It is also possible you will be sent directly to your institution's login page, rather than the "LabArchives Partner Site Login" page.)

A screenshot of the UTS "Sign on" page. The page has a white background with a black header containing the UTS logo and navigation links: "Future students", "Current students", "Research and teaching", and "Partners and community". The main heading is "Sign on". Below it is a sub-heading "Login to LabArchives". There are two input fields: "Staff or student number" (containing "id0163507") and "Password" (with masked characters). Below the password field are links for "Forgot your password?", "Don't remember login", and "Reset password". A blue "Submit" button is at the bottom. A small footer note reads: "LabArchives is the most innovative research notebook software available. Far more than an electronic notebook ('e-notebook' or 'ELN'), LabArchives stores and catalogs all of your research for easy retrieval and publication."

- Please note that UTS asks your permission to release the required information that will allow you to sign in to LabArchives with your UTS credentials. You may not see this screen if you have approved the release of that information for all services.

### Bookmark Link for Direct LabArchives Access for UTS

- In order to save the steps above in the future, bookmark the URL below for direct LabArchives authentication access to the UTS login page. Note that the URL changes once you hit enter, so save it to your browser exactly as it appears here.

<https://aushib.labarchives.com?entityID=https%3A%2F%2Faaf-login.uts.edu.au%2Fidp%2Fshibboleth>

After logging in with your UTS credentials on the UTS login page, you will be redirected to the LabArchives "Login Setup" page, where you have two options: to create or activate a new LabArchives account, or to link with an existing LabArchives account. These two options are described below.

## Create or activate a new LabArchives Account

- To create or activate a new account, select the 2<sup>nd</sup> option "I do not have a LabArchives account and need to create or activate one"

**labarchives**  
Institutional Authentication (Shibboleth)

### University of Technology Sydney Login Setup

You will need to associate your LabArchives account with your institution's login credentials. You can specify your LabArchives account below by either creating a new LabArchives account or specifying an existing one. Then, the next time you login to LabArchives through your institution's login site, you will be taken directly to your LabArchives account.

**STUDENTS:** If you received an email informing you that a LabArchives course notebook has been created for you and that you have to activate your account, choose the option "I do not have a LabArchives account and need to create or activate one."

If an email address is already entered in the form below, verify that it is the address at which you received the "activate" email, and correct if necessary, before proceeding.

I have an existing LabArchives account already.

I do not have a LabArchives account and need to create or activate one.

- If you received an email informing you that you have been added to a notebook or to a course**, choose this option to activate your account. If on the other hand you already have a LabArchives account, use the "Link with an Existing LabArchives Account" step described below.
- If you are using a Course Sign-up URL**, and did not receive an "activation" email from LabArchives, you should use this option if you need to create a new account. If on the other hand you already have a LabArchives account, perhaps because you previously took a course that used a LabArchives Notebook, use the "Link with an Existing LabArchives Account" step described below.
- If you are a PI or Lab Head and are going to be creating your own notebook(s)**, choose this option to create your account.
- Once selected, a new page will appear asking for the e-mail you want associated with your UTS site license account. Enter it in the box.

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**STUDENTS:** If you received an email informing you that a LabArchives course notebook has been created for you and that you have to activate your account, choose the option "I do not have a LabArchives account and need to create or activate one."

If an email address is already entered in the form below, verify that it is the address at which you received the "activate" email, and correct if necessary, before proceeding.

I have an existing LabArchives account already.

I do not have a LabArchives account and need to create or activate one.

Create a new LabArchives account under the *University of Technology Sydney* site.

Email Address:

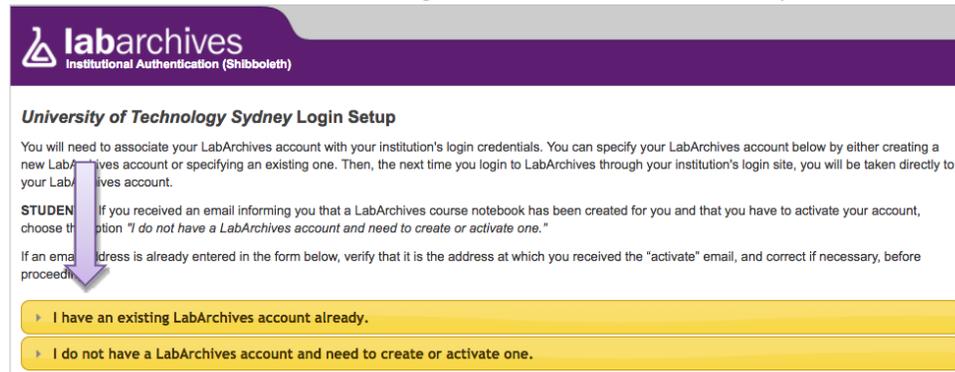
Create New Account

(NOTE: If you received an email informing you that you have been added to a notebook or course, verify that the entered e-mail address is *the address at which you received the "activate" email, and correct if necessary, before proceeding.*)

- Select "Create New Account". If you already have a LabArchives account, you will get a message stating that the email address is already used for another LabArchives account. In this case, use the "Link with an Existing LabArchives Account" option, described below.
- After the e-mail is entered, it will be associated with your UTS credentials. Each time you login using these UTS credentials, you will be taken directly to your LabArchives account.

## Link with an Existing LabArchives Account

- Once logged in with your UTS credentials, you also have the option to associate an existing LabArchives account with your UTS credentials.
- To do this, select the 1<sup>st</sup> option: “I have an existing LabArchives account already”



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You will need to associate your LabArchives account with your institution's login credentials. You can specify your LabArchives account below by either creating a new LabArchives account or specifying an existing one. Then, the next time you login to LabArchives through your institution's login site, you will be taken directly to your LabArchives account.

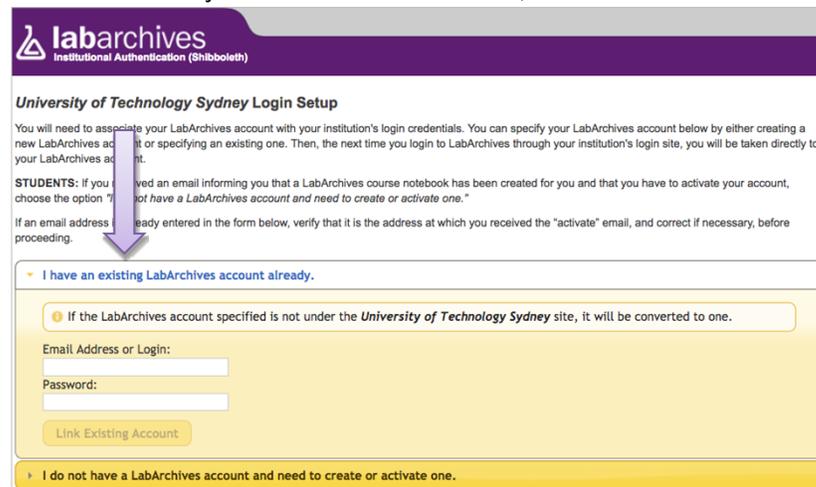
**STUDENTS:** If you received an email informing you that a LabArchives course notebook has been created for you and that you have to activate your account, choose the option "I do not have a LabArchives account and need to create or activate one."

If an email address is already entered in the form below, verify that it is the address at which you received the "activate" email, and correct if necessary, before proceeding.

I have an existing LabArchives account already.

I do not have a LabArchives account and need to create or activate one.

- When selected, the page will request your existing LabArchives account information. Enter the e-mail address and password associated with your LabArchives account, then select “Link Existing Account”.



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**STUDENTS:** If you received an email informing you that a LabArchives course notebook has been created for you and that you have to activate your account, choose the option "I do not have a LabArchives account and need to create or activate one."

If an email address is already entered in the form below, verify that it is the address at which you received the "activate" email, and correct if necessary, before proceeding.

I have an existing LabArchives account already.

I do not have a LabArchives account and need to create or activate one.

If the LabArchives account specified is not under the *University of Technology Sydney* site, it will be converted to one.

Email Address or Login:

Password:

- After this information is entered, your LabArchives account will be linked to the UTS authentication system. Any time you log in using your UTS credentials you will be taken to your existing LabArchives account. All pre-existing lab notebooks will be there unchanged.