

# LabArchives

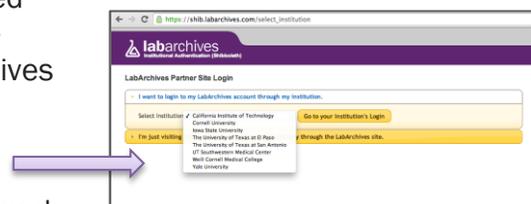
## Setting Up & Accessing your Account at University of St Andrews



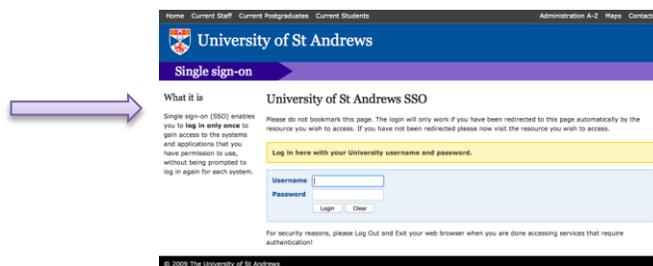
LabArchives' integration with the University of St Andrews single sign-on authentication system makes it easier to access your LabArchives® account. The simple steps below will guide you through this process.

### IP Recognition Login

- Begin by using the main LabArchives login URL, <https://mynotebook.labarchives.com>. LabArchives has IP recognition for users accessing the site from a recognized campus location. Whether you are clicking through on an invite email to join a colleague's notebook or using the main LabArchives login URL from on campus, you should be redirected to the "LabArchives Partner Site Login" page.

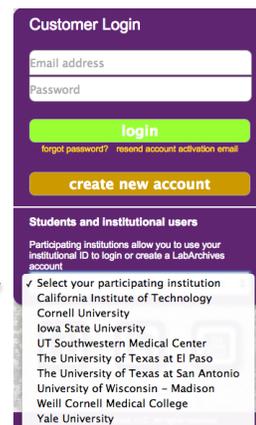


- Select your institution and click "Go to your institution's Login" and you will be redirected to the St Andrews' login page. (It is also possible you will be sent directly to your institution's Login page, rather than the LabArchives Partner Site Login" page.)



### Non-IP Recognition Login

- In case you are not redirected, a LabArchives screen will appear requesting information. Do NOT sign up here. Instead, select your institution from the drop-down menu. Once selected, you will be redirected to the St Andrews login page.



### Bookmark Link for Direct LabArchives Access for St Andrews

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

<https://shib.labarchives.com?entityID=https%3A%2F%2Fidp.st-andrews.ac.uk%2Fshibboleth>

After logging in with your St Andrews credentials on the St Andrews 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 St Andrews 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 a colleague has added you to a notebook and you have never created a LabArchives previously**, choose this option to activate your account.
- Once selected, a new page will appear asking for the e-mail you want associated with your St Andrews site license account. Enter it in the box.

**labarchives**  
Institutional Authentication (Shibboleth)

**University of St Andrews 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.

Create a new LabArchives account under the *University of St Andrews* site.

Email Address:

Create New Account

(NOTE: If you received an email informing you have been added to a notebook, verify that the entered e-mail address is the address at which you received the "invitation" 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 St Andrews credentials. Each time you login using these St Andrews credentials, you will be taken directly to your LabArchives account.

## Link with an Existing LabArchives Account

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

**labarchives**  
Institutional Authentication (Shibboleth)

### University of St Andrews 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.

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

**labarchives**  
Institutional Authentication (Shibboleth)

### University of St Andrews 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 the LabArchives account specified is not under the *University of St Andrews* site, it will be converted to one.

Email Address or Login:

Password:

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