# LabArchives

## Setting Up & Accessing your Account at University of North Texas Health Sciences Center

LabArchives' integration with the UNT Health Sciences Center 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, <u>https://mynotebook.labarchives.com</u>. 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.

Labarchives	
LabArchives Partner Site Login	
<ul> <li>I want to login to my LabArchives account through my</li> </ul>	institution.
Select Institution  California Institute of Technology Cornell University	Go to your Institution's Login
I'm just visiting     I'm just visiting     The University of Texas at El Paso     The University of Texas at San Antonio	y through the LabArchives site.
UT Southwestern Medical Center Well Cornell Medical College Yale University	

 Select your institution and click "Go to your institution's Login" and you will be redirected to the UNT Health Sciences Center's login page.

(It is also possible you will be sent directly to your institution's Login page, rather than the "LabArchives Parnter Site Login" page.)

UNT SYSTEM
2016-AUG-11: Site updated with new look. Login to LabArchives EUID
Password
Don't Remember Login



#### 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 dropdown menu. Once selected, you will be redirected to the UNTHSC login page.

### Bookmark Link for Direct LabArchives Access for UNT Health Sciences Center

 In order to save the steps above in the future, bookmark the URL below for direct LabArchives authentication access to the UNTHSC 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%2Fsso.unt.edu%2Fidp%2Fshibboleth



After logging in with your UNTHSC credentials on the UNTHSC 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
University of North Texas Health Science Center Login Setup
You will need sociate your LabArchives account with your institution's login credentials. You can specify your LabArchives account below by either creating a new LabArchi locount 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 LabArchi account.
STUDENTS: I 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 op 7 do not have a LabArchives account and need to create or activate one."
If an email ado, as 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 UNTHSC site license account. Enter it in the box.

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University of North Texas H You will need to associate your LabA new LabArchives account or specify your LabArchives account. STUDENTS: If you received an ema choose the option ' <i>id on the we a</i> L If an email address is already enter proceeding.	ealth Science Center Login Setup es account with your institution's login credentials. You can specify your LabArchives account below by either creating a existing one. Then, the next time you login to LabArchives through your institution's login site, you will be taken directly to rming you that a LabArchives course notebook has been created for you and that you have to activate your account, prives account and need to create or activate one."
I have an existing LabArchive	
	ccount and need to create or activate one.

(**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 UNTHSC credentials. Each time you login using these UNTHSC credentials, you will be taken directly to your LabArchives account.



#### Link with an Existing LabArchives Account

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

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University of North	n Texas Health Science Center Login Setup
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If an email address is a proceeding.	entered in the form below, verify that it is the address at which you received the "activate" email, and correct if necessary, before
► I have an existing	LabArchives account already.
► I do not have a La	bArchives 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 UNTHSC authentication system. Any time you log in using your UNTHSC credentials you will be taken to your existing LabArchives account. All pre-existing lab notebooks will be there unchanged.

University o	f North Texas Health Science Center Login Setup
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STUDENTS: If choose the opt	received an email informing you that a LabArchives course notebook has been created for you and that you have to activate your account, "I do not have a LabArchives account and need to create or activate one."
If an email add proceeding.	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.	
	existing LabArchives account already.
✓ I have an	existing LabArchives account already. LabArchives account specified is not under the University of North Texas Health Science Center site, it will be converted
<ul> <li>I have an</li> <li>If the to one.</li> </ul>	•
<ul> <li>I have an</li> <li>If the to one.</li> </ul>	LabArchives account specified is not under the University of North Texas Health Science Center site, it will be converted

