

# LabArchives

## Activating your Account at Penn

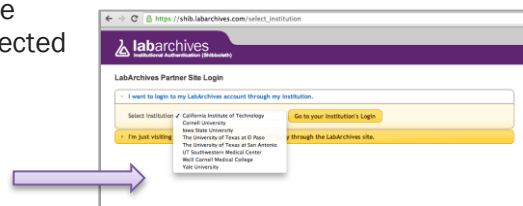


LabArchives' integration with University of Pennsylvania's single sign-on authentication system makes it easier to access your LabArchives account. The simple steps below will guide you through this process.

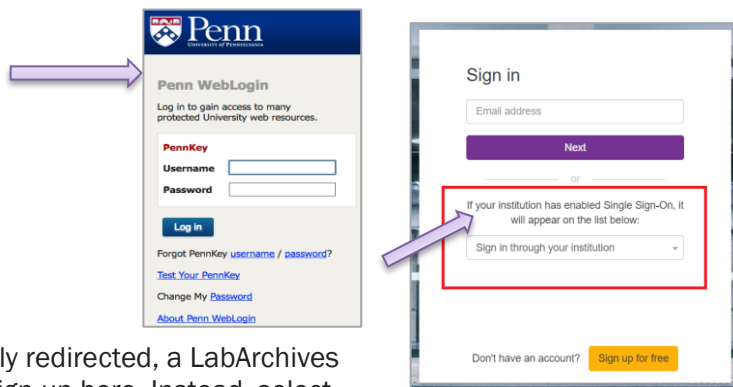
Navigate to the LabArchives website, <http://labarchives.com>, and select "Sign in" from the upper-right corner. You may also go directly to <https://mynotebook.labarchives.com> to get started.

### If you are on-campus

- If you are on campus, LabArchives will automatically detect that you are logging in from Penn. Whether you are using the main LabArchives login URL or clicking through an invite email to join a colleague's notebook or a course, you should be redirected to the "LabArchives Partner Site Login" page.



- Select University of Pennsylvania and click "Go to your institution's Login" and you will be redirected to the University of Pennsylvania's PennKey login page.



### If you are off-campus

- If you are not on campus, or you are not automatically redirected, a LabArchives screen will appear requesting information. Do NOT sign up here. Instead, select University of Pennsylvania from the drop-down menu. Once selected, you will be redirected to the University of Pennsylvania PennKey login page.

### Direct Link to LabArchives Access for Penn

- As of February 2018, a Penn website with a direct link to LabArchives is under construction.
- In the meantime, you may follow the above steps to return to your account.

After logging in with your Penn credentials on the University of Pennsylvania 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 Pennsylvania 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 OR you were invited to a course, and you have never created a LabArchives account previously**, choose the second option to activate your account.
- Once selected, a new page will appear asking for the e-mail you want associated with your University of Pennsylvania account. Enter it in the box.

**labarchives**  
Institutional Authentication  
(Shibboleth)

### University of Pennsylvania 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 Pennsylvania* site.

Email Address:

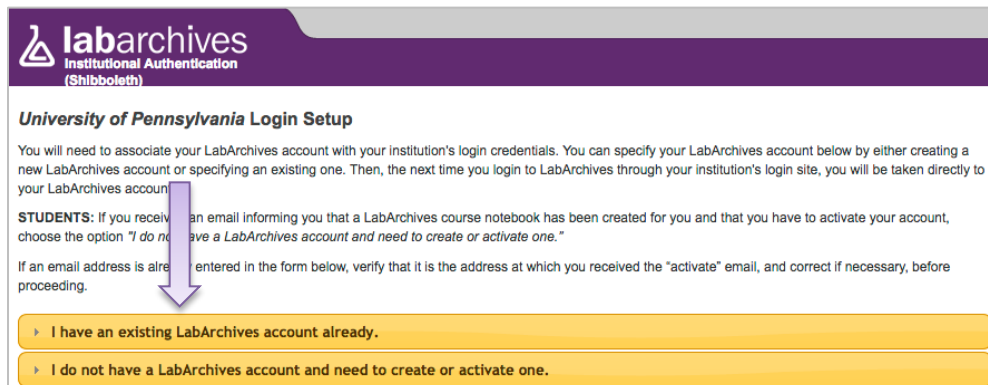
Create New Account

(NOTE: If you received an email informing you have been added to a notebook or to a course, 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 University of Pennsylvania credentials. Each time you login using these credentials, you will be taken directly to your LabArchives account.

## Link with an Existing LabArchives Account

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



**labarchives**  
Institutional Authentication  
(Shibboleth)

### University of Pennsylvania 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.

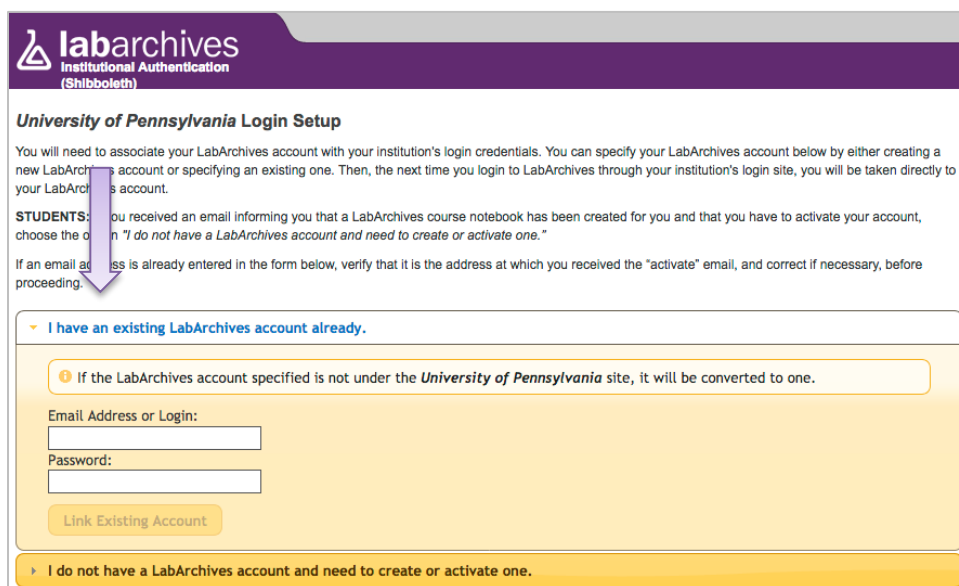
**STUDENTS:** If you received an email informing you that a LabArchives course notebook has been created for you and that you have to activate your account, choose the option "I do not have a LabArchives account and need to create or activate one."

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 University of Pennsylvania’s authentication system. Any time you log in using your University of Pennsylvania 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 Pennsylvania 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 Pennsylvania* 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.

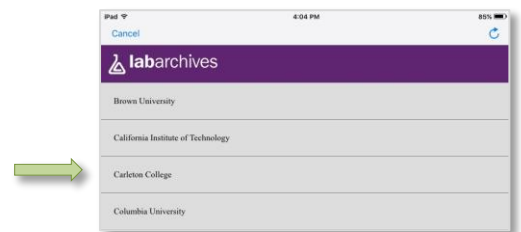
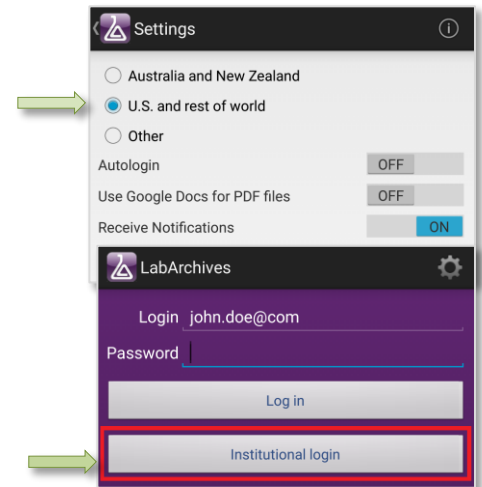
“IMPORTANT NOTE ON 21 Part 11 Compliance: If you conduct research subject to 21 CFR Part 11 regulations, Penn’s edition of LabArchives currently does not support compliance at this time. For PSOM/Penn Medicine research requiring 21 CFR Part 11 compliance, please contact Penn Medicine Academic Computing, Enterprise Research Applications @ 215-898-2558 for discussions on other possible solutions.

## Accessing LabArchives on a Mobile or Tablet Device

LabArchives' integration with University of Pennsylvania's single sign-on system allows you to access your account on your mobile device through our Android and iOS applications. You will need to follow steps very similar to those you use to log in to LabArchives on the web.

### Android

- First, download the LabArchives Android app from the Play Store.
- The first time you open the App, you will be taken to the initial set up screen with various settings options. You do not need to change the location setting. Note that the Autologin option should not be used if you share a device. Also, Autologin may be disabled based on your institution's settings.
- NOTE: You may need to update the permission in the App settings to allow LabArchives to access your Photos and Camera.
- Open the LabArchives Mobile App and click on the Institutional login button.
- Select University of Pennsylvania from the drop-down list.
- If this is the very first time accessing LabArchives, you will need to follow the on-screen prompts to create your account or link an existing LabArchives account to your institution credentials.
- If you previously logged in through your institution on the LabArchives web app, once you select your institution from the drop-down list, and enter your credentials, you will be able to access your account!



### iOS

- First download the LabArchives iOS app by going to the iTunes store.
- Once downloaded, you will be taken to the initial set up screen where you'll see Notification options and user location information. You do not need to change the location setting.
- Go to the device Settings and locate the settings for LabArchives. You will have additional settings including Autologin. Note that you should not enable this if you share the mobile device. Also, this option may be disabled based on your institution's settings.
- Open the LabArchives Mobile App and click on the Institutional login button.
- Select University of Pennsylvania from the drop-down list.
- If this is the very first time accessing LabArchives, you will need to follow the on-screen prompts to create your account or link an existing LabArchives account to your institution credentials.
- If you previously logged in through your institution on the LabArchives web app, once you select your institution from the drop-down list, you will be able to access your account!

