

# LabArchives

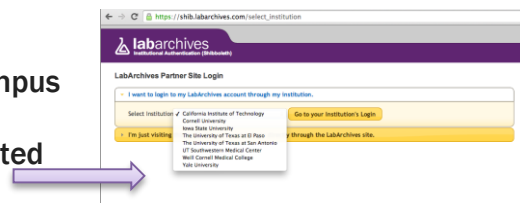
## Setting Up & Accessing your Account at Tufts University



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

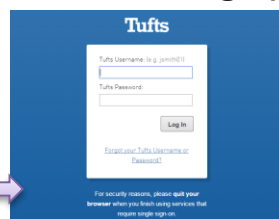
### IP Recognition Login

- If you are signing up for a course and have a Course Sign-up URL link, use it; otherwise, start 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 using a Course Sign-up URL or the main LabArchives login URL from on campus, you should be redirected to the “LabArchives Partner Site Login” page.



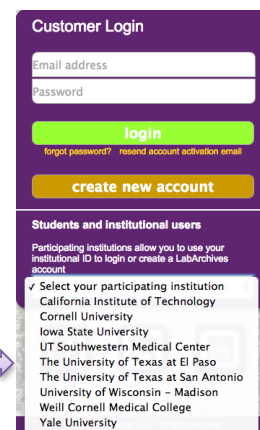
- Select your institution and click “Go to your institution’s Login” and you will be redirected to the Tufts login page. (It is also possible you will be sent directly to your institution’s Login page, rather than the

“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 Tufts login page.



### Bookmark Link for Direct LabArchives Access for Tufts

- In order to save the steps above in the future, bookmark the URL below for direct LabArchives authentication access to the Tufts 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%2Fshib-idp.tufts.edu%2Fidp%2Fshibboleth>

After logging in with your Tufts credentials on the Tufts 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)

**Tufts University 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 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 received an email informing you that a LabArchives course notebook has been created for you**, choose this option to activate your account.
- Once selected, a new page will appear asking for the e-mail you want associated with your Tufts site license account. Enter it in the box.

**labarchives**  
Institutional Authentication (Shibboleth)

**Tufts University 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 Tufts University site.

Email Address:

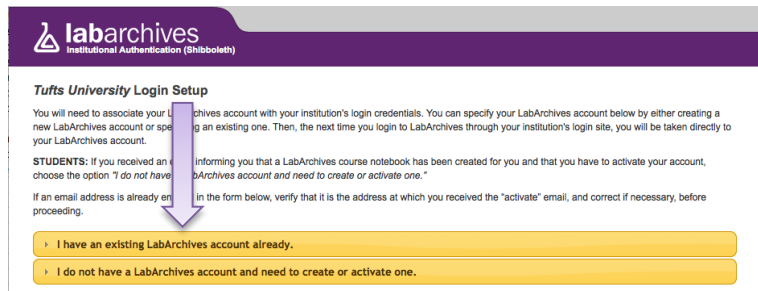
Create New Account

**(NOTE: If you received an email informing you that a LabArchives course notebook has been created for you, 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 Tufts credentials. Each time you login using these Tufts credentials, you will be taken directly to your LabArchives account.
- If you are signing up for a course using a Course Sign-up URL**, you will now be asked to confirm that you wish to sign up for the course and obtain a LabArchives Notebook for the course.

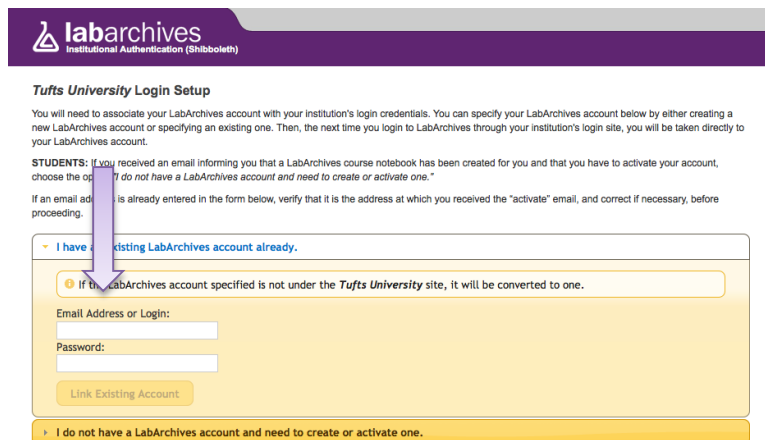
## Link with an Existing LabArchives Account

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



The screenshot shows the 'Tufts University Login Setup' page. At the top, there is a purple header with the LabArchives logo and 'Institutional Authentication (Shibboleth)'. Below the header, the page title is 'Tufts University Login Setup'. The main text explains that users need to associate their LabArchives account with their institution's login credentials. There are two options: 'I have an existing LabArchives account already.' and 'I do not have a LabArchives account and need to create or activate one.' The first option is selected, indicated by a blue arrow pointing to it.

- 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 Tufts authentication system. Any time you log in using your Tufts credentials you will be taken to your existing LabArchives account. All pre-existing lab notebooks will be there unchanged.
- **If you are signing up for a course using a Course Sign-up URL**, you will now be asked to confirm that you wish to sign up for the course and obtain a LabArchives Notebook for the course.



The screenshot shows the 'Tufts University Login Setup' page with the 'I have an existing LabArchives account already.' option selected. Below this option, there is a form with two input fields: 'Email Address or Login:' and 'Password:'. A blue arrow points to the 'Link Existing Account' button. Below the form, there is another option: 'I do not have a LabArchives account and need to create or activate one.'