

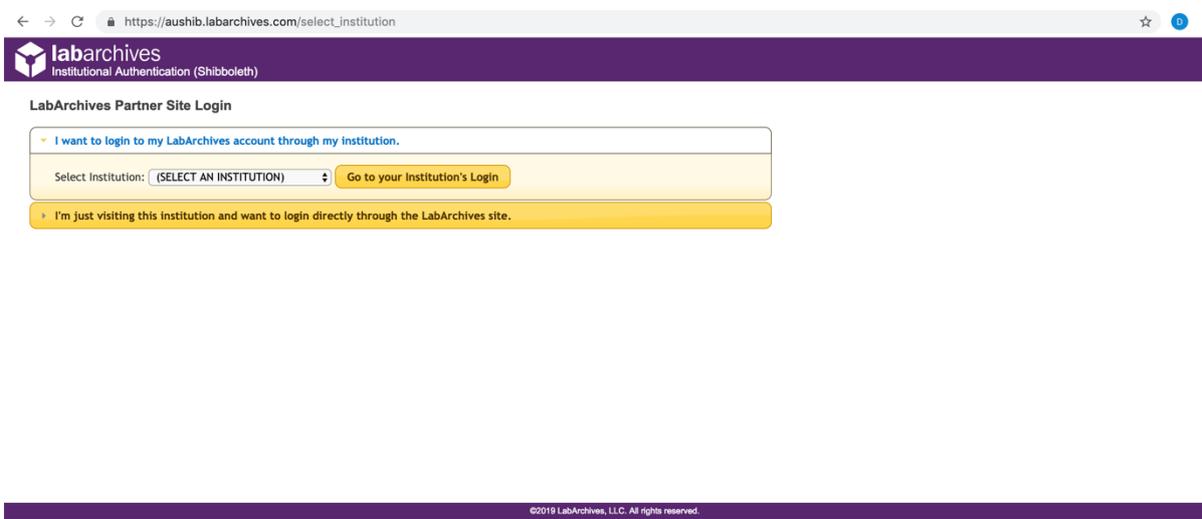
UNSW eNotebook (LabArchives)

Getting started - for new users

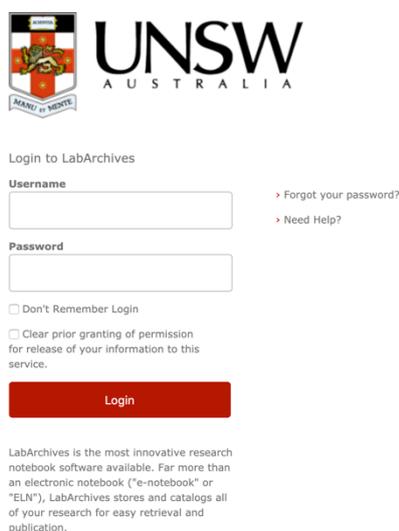
Research Technology Services

Step-by-step process:

1. Go to https://aushib.labarchives.com/select_institution and select "University of New South Wales" in the dropdown options under "I want to login to my LabArchives account through my institution."



2. Log in with zID and password.



3. After selecting your preferred information release consent duration option, click “Accept”.

UNSW AUSTRALIA You are about to access the service:
LabArchives of labarchives.com

Description as provided by this service:
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.

Information to be Provided to Service	
displayName	David Jung
email	david.jung@unsw.edu.au
eduPersonPrincipalName	zID@ad.unsw.edu.au
eduPersonScopedAffiliation	staff@unsw.edu.au member@unsw.edu.au faculty@unsw.edu.au

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

Ask me again at next login

- I agree to send my information this time.

Ask me again if information to be provided to this service changes

- I agree that the same information will be sent automatically to this service in the future.

Do not ask me again

- I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

4. Click “I do not have a LabArchives account and need to create or activate one”.

University of New South Wales 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.

5. Review the pre-populated email address and click “*Create New Account*”.

labarchives
Institutional Authentication (Shibboleth)

University of New South Wales 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 New South Wales* site.

Email Address:
david.jung@unsw.edu.au ✓

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6. Click “Yes” and you will create a new LabArchives account that is linked to your UNSW credentials.

labarchives
Institutional Authentication (Shibboleth)

Create New LabArchives Account and Link with University of New South Wales Login

LabArchives Account
Email: david.jung@unsw.edu.au

Do you want to create a new LabArchives account and link with your *University of New South Wales* login credentials?

Yes No

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Note: this process only needs to be done once and on subsequent visits, your zID credentials are used to access LabArchives.

- You may find that your first name and last name are either not populated or incorrectly assigned. Review and update any missing or incorrect details and click "Update". You will receive two confirmation emails - one for the activation of account and another for the update of account information.

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(david.jung@unsw.edu.au)

Notebook Navigator

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Inbox (1)

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- Protocols
- SOPs
- MSDS
- Templates
- Experimental Data
- Ideas
- Lab Meeting Notes
- Paper Outlines
- Manuscripts
- Published data
- Grants
- Presentation
- References
- Project 1
- New...
- Deleted items

Account

Notifications

Office Document Editor

Update your LabArchives Account Information

First Name

First name cannot be blank.

Last Name

Email

Confirm Email

ORCID ⓘ

Update

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Search Notebook

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Notebook Navigator

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Account

Notifications

Office Document Editor

Update your LabArchives Account Information

✓ Your account information was updated. A notification of this has been sent to your email account.

First Name

Last Name

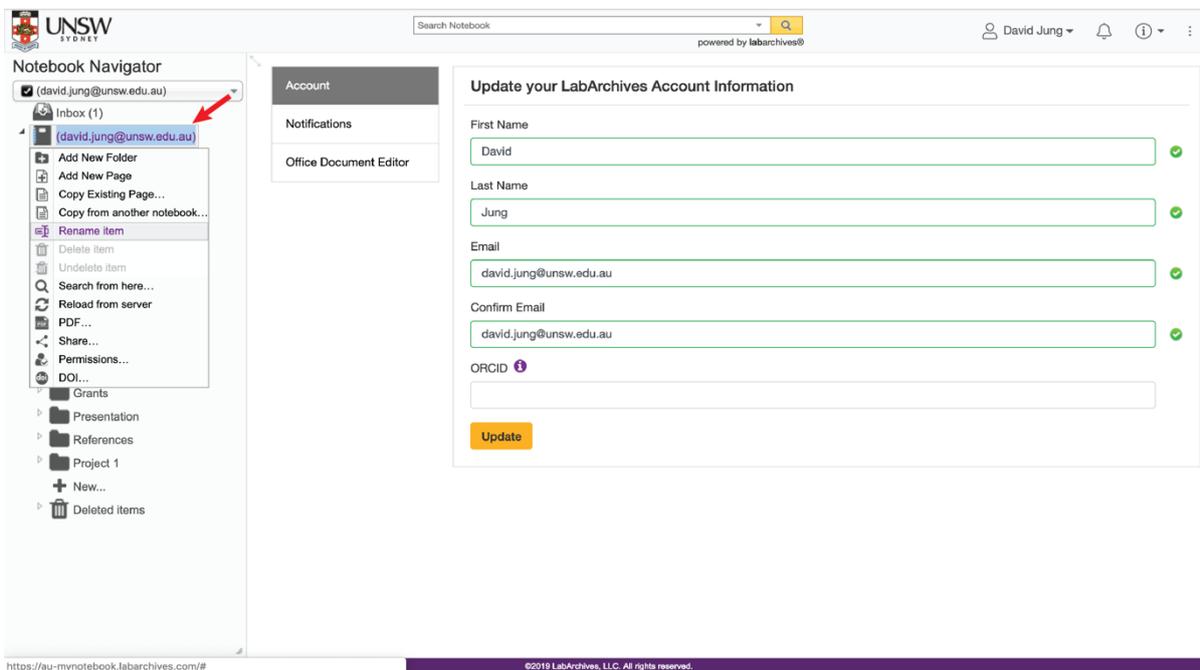
Email

Confirm Email

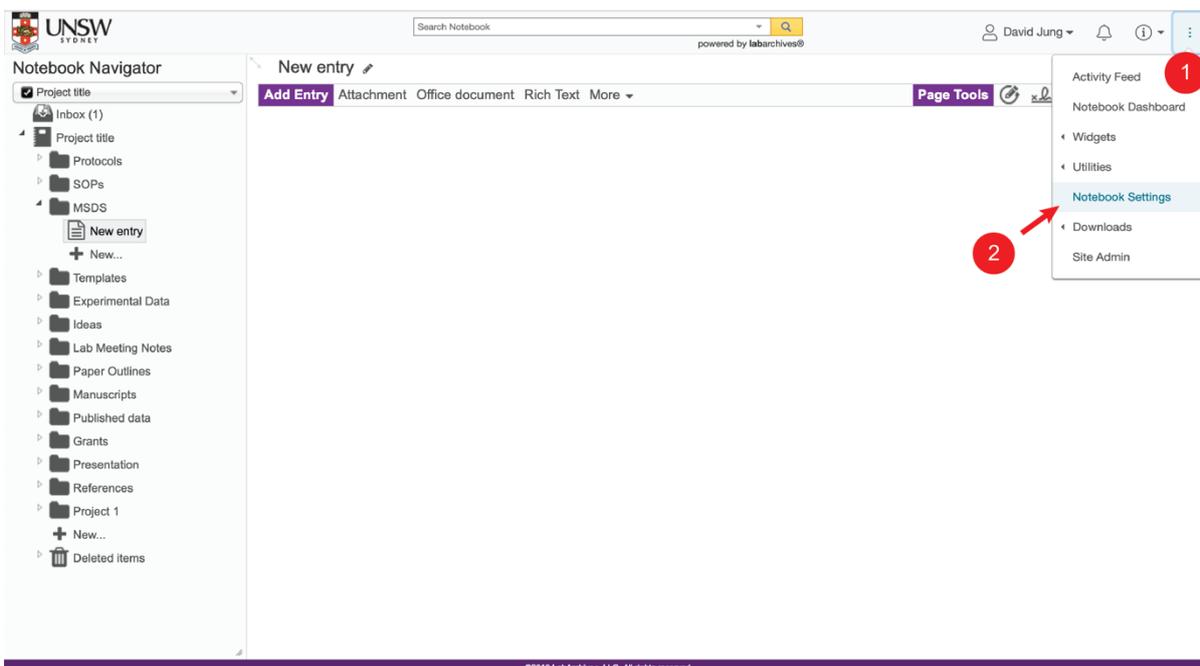
ORCID ⓘ

Update

8. Remember to give your default notebook a meaningful name (e.g. short project title) by right-clicking the notebook name on the left-hand side panel and clicking “*Rename item*”. This is especially relevant when you are sharing the notebook with others.



9. If you are a Higher Degree Research candidate or undergraduate student with a research project, remember to give your supervisor access to your notebook by clicking three dots at the top-right corner and clicking “*Notebook settings*”.



10. Click “User Management” and then “New User”. Type in the email address of your supervisor and click “Add User”.

