

UNSW eNotebook (LabArchives)

Getting started - for pilot/previous users

Research Technology Services

Important note:

This process involves transfer of all data in your notebooks to the UNSW instance of LabArchives. Please ensure that you remove any data that you do not wish to be governed by UNSW prior to commencing the linking process.

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.”

Partner Site Login: LabArchives x +

← → ↻ https://aushib.labarchives.com/select_institution ☆ ⓘ

labarchives
Institutional Authentication (Shibboleth)

LabArchives Partner Site Login

▾ I want to login to my LabArchives account through my institution.

Select Institution: (SELECT AN INSTITUTION) ⌵ [Go to your Institution's Login](#)

▸ I'm just visiting this institution and want to login directly through the LabArchives site.

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2. Log in with zID and password.



Login to LabArchives

Username

> Forgot your password?

> Need Help?

Password

Don't Remember Login

Clear prior granting of permission for release of your information to 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.

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By signing in, I acknowledge that:

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 have an existing LabArchives account already”.


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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.

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5. Log in with the email address and password combination that was used to create your LabArchives account during the pilot period.


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Institutional Authentication (Shibboleth)

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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.

If the LabArchives account specified is not under the *University of New South Wales* site, it will be converted to one.

Email Address or Login:

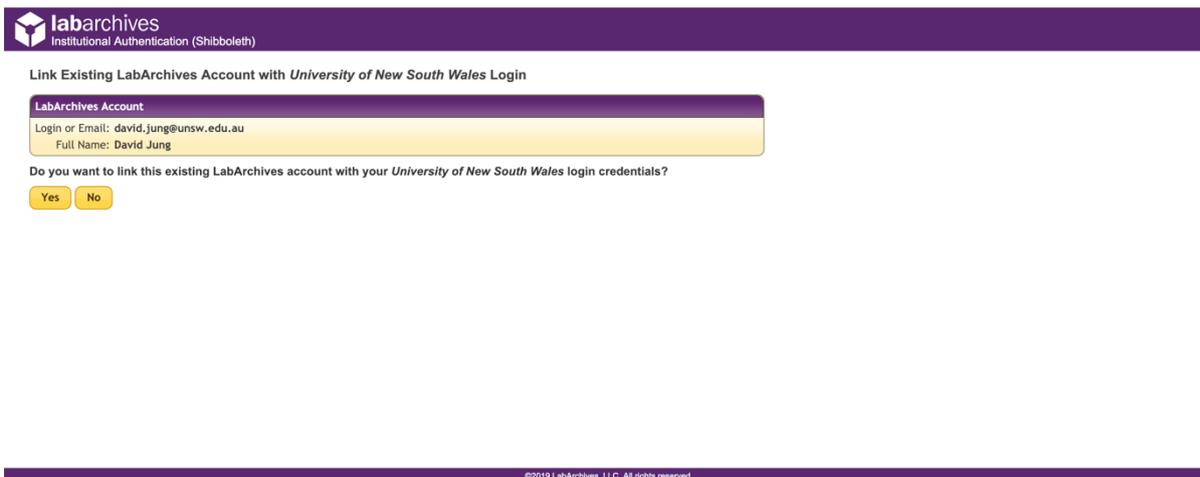
Password:

[Link Existing Account](#)

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

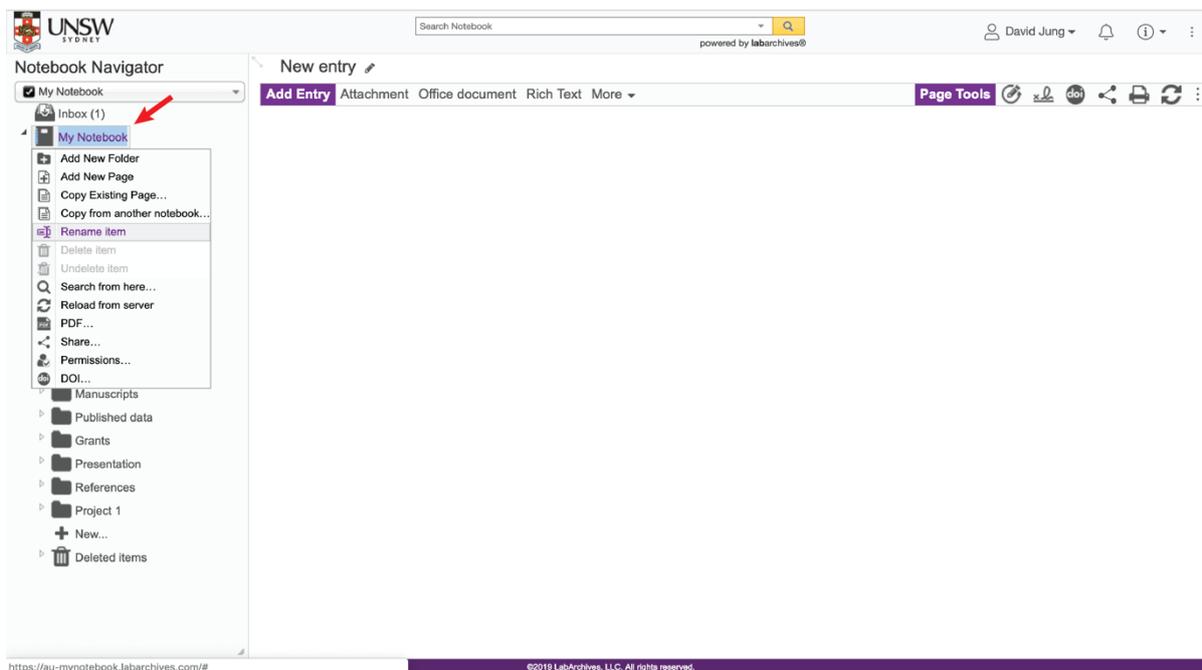
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- Click “Yes” and your existing LabArchives account and all the associated notebooks are now linked to your UNSW credentials.



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

- 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.



8. 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*”.

The screenshot shows the UNSW LabArchives interface. On the left is the 'Notebook Navigator' with a tree view of folders like 'Inbox (1)', 'Project title', 'Protocols', 'SOPs', 'MSDS', 'Templates', 'Experimental Data', 'Ideas', 'Lab Meeting Notes', 'Paper Outlines', 'Manuscripts', 'Published data', 'Grants', 'Presentation', 'References', 'Project 1', and 'Deleted Items'. The main area is titled 'New entry' and has a search bar and 'Add Entry' button. The top right shows a user profile for David Jung and a menu with three dots. A red circle '1' highlights the three dots menu, and a red circle '2' highlights the 'Notebook Settings' option in the dropdown menu.

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

The screenshot shows the UNSW LabArchives interface with the 'User Management' page open. The 'Notebook Navigator' is on the left. The top left shows 'Notebook Settings', 'User Management', and 'Group Management' tabs. A red circle '1' highlights the 'User Management' tab. A red circle '2' highlights the 'New User' button. A red circle '3' highlights the 'Add User' button. The 'Add user to your notebook' form is visible with the email address 'jake.surman@unsw.edu.au' entered. Below the form is a table with columns: User, Role, Group Membership, Can Sign, and Can Witness.

User	Role	Group Membership	Can Sign	Can Witness
Jung, David david.jung@unsw.edu.au	Owner	Full Access	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>