



## Access your LabArchives Account at The University of Alabama at Birmingham

### Login to LabArchives

1. Go to <https://mynotebook.labarchives.com>.
2. Select **The University of Alabama at Birmingham** from the "Sign in through your institution" dropdown list.

The image shows two screenshots of the login process. The left screenshot is the LabArchives 'Sign in' page. It has an 'Email address' input field, a purple 'Next' button, and a dropdown menu labeled 'Sign in through your institution' which is highlighted with a red rectangular box. Below the dropdown is a 'Sign up for free' button. The right screenshot is the 'UAB Central Authentication System' login page. It has a 'BlazerID' input field, a 'Password' input field, and a grey 'Log In' button. Below the login fields is a 'Having trouble logging in?' section with contact information for BlazerID Central and AskIT. At the bottom is a 'Security Notice' section with text about authentication and browser requirements.

3. Login to the **The University of Alabama at Birmingham** Login Page.
4. If you are creating a new LabArchives account or connecting an existing LabArchives account to the **The University of Alabama at Birmingham** Single Sign on, follow the steps below.

### Link for Direct LabArchives Access

You can also access the **The University of Alabama at Birmingham** login page using the link below. The URL may change once you hit enter, so save it to your browser exactly as it appears here.

<https://shib.labarchives.com/?entityID=urn%3Amace%3Aincommon%3Auab.edu>



## Create a new LabArchives Account

These steps should be used if you would like to create a new LabArchives account that is connected to the Single Sign-On at **The University of Alabama at Birmingham**.

1. Login to **The University of Alabama at Birmingham**. You will be brought to the LabArchives Login Setup page.
2. Select "I do not have a LabArchives account and need to create or activate one".

labarchives  
Institutional Authentication (Shibboleth)

**The University of Alabama at Birmingham 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 *The University of Alabama at Birmingham* site.

Email Address:

3. If you received an email inviting you to a notebook or if a notebook was shared with you, enter the email address for this account in the "Email Address" field.
4. Click "Create New Account"
5. When asked "Do you want to create a new LabArchives account and link with your login credentials?" Click "Yes"

## Link an Existing LabArchives Account

These steps should be used if you have an existing LabArchives account and you would like to connect to the Single Sign-On at **The University of Alabama at Birmingham**. All pre-existing lab notebooks will be there unchanged.

1. Login to **The University of Alabama at Birmingham**. You will be brought to the LabArchives Login Setup page.
2. Select "I have a LabArchives account Already".

labarchives  
Institutional Authentication (Shibboleth)

**The University of Alabama at Birmingham 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 *The University of Alabama at Birmingham* 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.

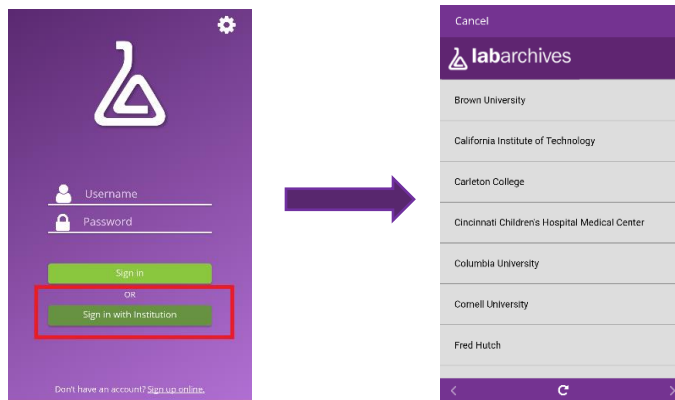
3. Enter the email address and password associated with your account.



4. Click "Link Existing Account"
5. When asked "Do you want to link this existing LabArchives account with your Institution login credentials?" click "Yes"

## LabArchives Mobile App for Android and IOS

1. Download and Install the LabArchives Mobile app from the [Google Play Store](#) or [App Store](#).
2. To login, tap "Sign in with Institution" and select "**The University of Alabama at Birmingham**" from the list.

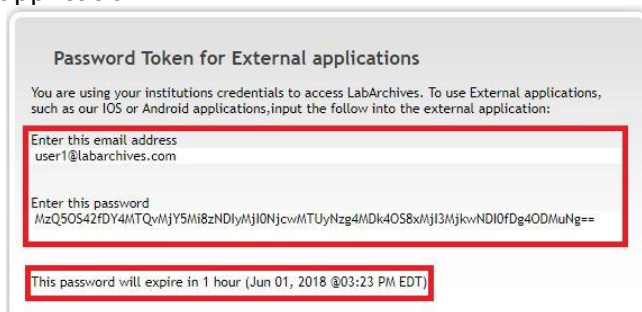
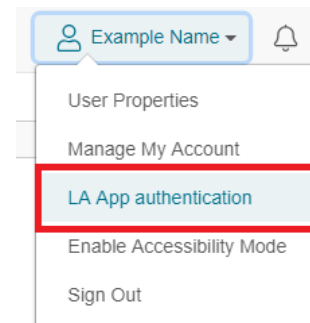


3. Login to the "**The University of Alabama at Birmingham**" Single Sign-On to access your LabArchives Notebooks.

## Login to External Applications with a Password Token

Password tokens are used to login to external applications like Folder Monitor, the Microsoft Office Plugin, FlowJo, GraphPad Prism, and Vernier Logger Pro.

1. Sign into LabArchives via the web browser, click your name at the top right and select "LA App Authentication".
2. The "Password Token for External Applications" screen will appear. You can use the email address and password token to login to the external application.





**labarchives**  
Research Notebook

1915 Aston Ave., Carlsbad, CA 92008 / 760.579.0342 / [www.labarchives.com](http://www.labarchives.com)

**Note:** The password is valid for 1 hour and you can always make a new password token. You will need to create a password token each time you login to an external application unless you turn on auto login.