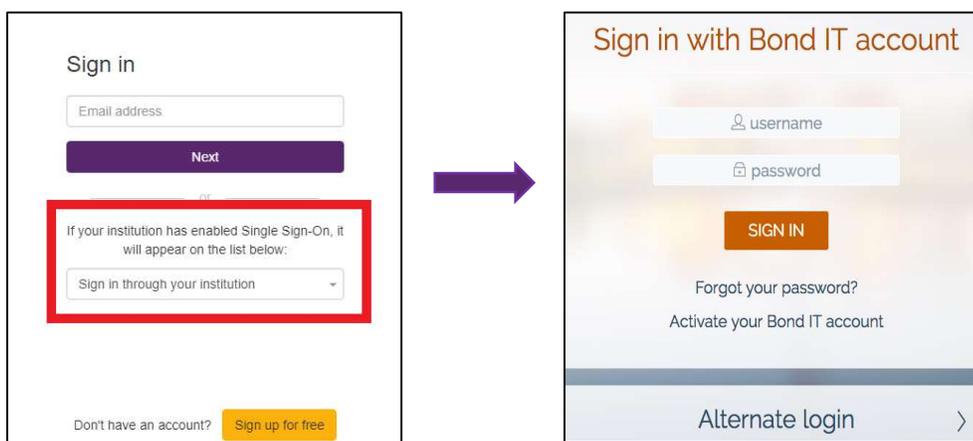




Access your LabArchives Account at Bond University

Login to LabArchives

1. Go to <https://au-mynotebook.labarchives.com>.
2. Select **Bond University** from the "Sign in through your institution" dropdown list.



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

Link for Direct LabArchives Access

You can also access the **Bond University** 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://aushib.labarchives.com/?entityID=https%3A%2F%2Fidp-prod.bond.edu.au%2Fidp%2Fshibboleth>



Create a new LabArchives Account

Follow these steps to create a new LabArchives account that is connected to the Single Sign-On at **Bond University**.

1. Login to **Bond University**. 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)

Bond 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 *Bond University* 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 **Bond University**. All pre-existing lab notebooks will be there unchanged.

1. Login to **Bond University**. You will be brought to the LabArchives Login Setup page.

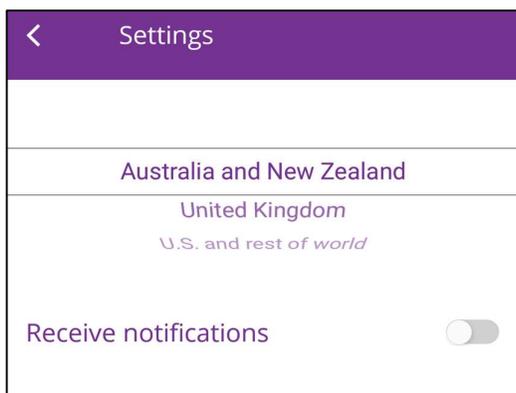
The screenshot shows the 'Bond University Login Setup' page. At the top, it says 'labarchives Institutional Authentication (Shibboleth)'. Below that, the title is 'Bond University Login Setup'. The main text reads: 'You will need to associate your LabArchives account with your institution's login credentials. 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.' There is a 'STUDENTS' note: '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."' Another note says: '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.' The form has two radio buttons: 'I have an existing LabArchives account already.' (selected) and 'I do not have a LabArchives account and need to create or activate one.' Below the first radio button is a text box: 'if the LabArchives account specified is not under the Bond University site, it will be converted to one.' Below that are two input fields: 'Email Address or Login:' and 'Password:'. A 'Link Existing Account' button is below the password field.

2. Select "I have a LabArchives account already".
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"

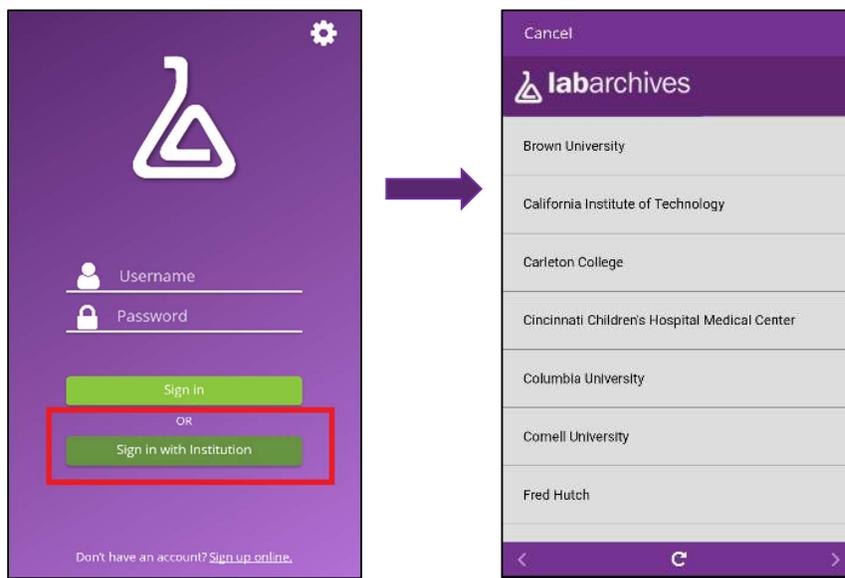


LabArchives Mobile App for Android and IOS

1. Download and Install the LabArchives Mobile app from the [Google Play Store](#) or the [App Store](#).
2. The first time you open the App, you will be taken to the Settings page. Select "Australia and New Zealand" from the list of locations and then tap the "<" to go to the login screen



3. To login, tap "Sign in with Institution" and select "**Bond University**" from the list.



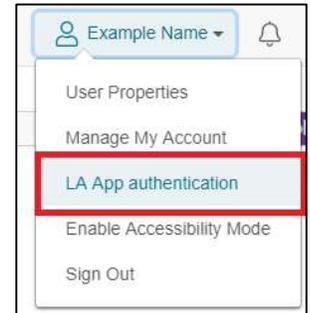
4. Login to the "**Bond University**" Single Sign-On to access your LabArchives Notebooks.



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.



Password Token for External applications

You are using your institutions credentials to access LabArchives. To use External applications, such as our IOS or Android applications, input the follow into the external application:

Enter this email address
user1@labarchives.com

Enter this password
MzQ5OS42fDY4MTQvMjY5Mi8zNDIyMjI0NjcwMTUyNzg4MDk4OS8xMjI3MjkwNDI0fDg4ODMuNg==

This password will expire in 1 hour (Jun 01, 2018 @03:23 PM EDT)

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.

Update the Server address for External Applications

To use applications like Folder Monitor or the Microsoft Office Plugin, you will need to set the Australian server address by following the instructions below.

Folder Monitor for Windows

1. After launching Folder Monitor click "Login"
2. Update the "Service URL" field to <https://auapi.labarchives.com/>



Folder Monitor for Mac

1. After launching Folder Monitor, click "Login"
2. Update the "Webservice URL" field to <https://auapi.labarchives.com>

Login

In order to enable folder monitoring, you need to login to LabArchives webservice

Webservice URL:

Login/Email:

Password:

Cancel OK

LabArchives Microsoft Office Plugin for Windows

1. In the Authentication window, select the "LA Server" tab
2. Update the "LA Server" field to <https://auapi.labarchives.com>

Authentication

User Info LA Server

LA server:

Ok Cancel

LabArchives Microsoft Office Plugin for Mac

1. Go to File-> LabArchives-> Login
2. Go to the LA Server tab and enter the following in the "LA Server" field:
<https://auapi.labarchives.com>

Authentication (v2.0.4)

User Info LA Server

LA Server:

Cancel OK