

## Access your Existing LabArchives Account

### Login to LabArchives

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



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

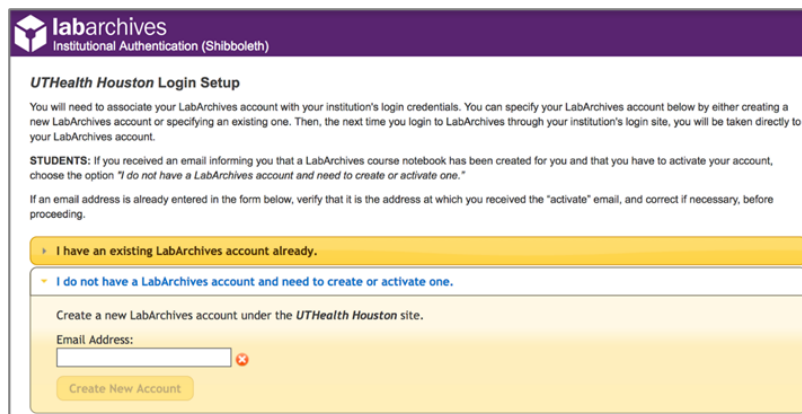
### Link for Direct LabArchives Access

You can also access the **UTHealth Houston** 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:

[go.uth.edu/labarchives](https://go.uth.edu/labarchives)

## Create a New LabArchives UTHealth Houston 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 **UTHealth Houston** ([go.uth.edu/labarchives](http://go.uth.edu/labarchives)).



**labarchives**  
Institutional Authentication (Shibboleth)

### UTHealth Houston 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 *UTHealth Houston* site.

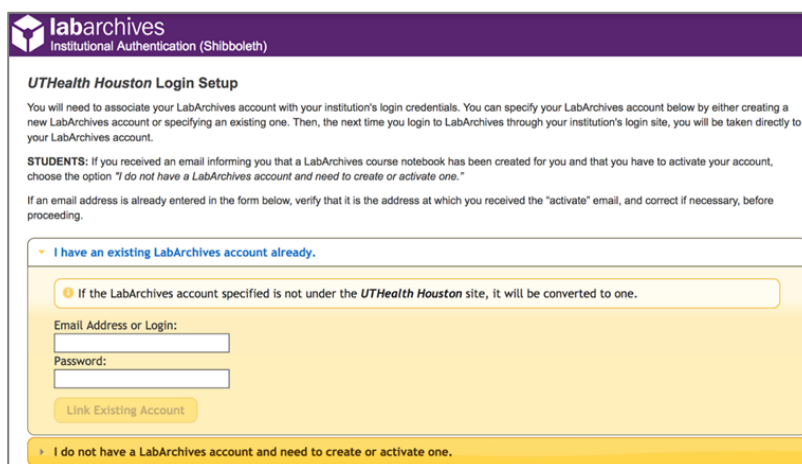
Email Address:

1. 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".
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 **UTHealth Houston**. All pre-existing lab notebooks will be there unchanged.

1. Login to **UTHealth Houston**. You will be brought to the LabArchives Login Setup page.



**labarchives**  
Institutional Authentication (Shibboleth)

### UTHealth Houston 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.

If the LabArchives account specified is not under the *UTHealth Houston* site, it will be converted to one.

Email Address or Login:

Password:

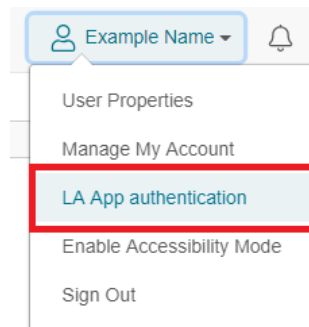
I do not have a LabArchives account and need to create or activate one.

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"

## 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  
/MzQ5OS42fDY4MTQvMjY5Mi8zNDlyMjI0NjcwMTUyNzg4MDk4OS8xMjI3MjkwNDI0fDg4ODMuNg==

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.