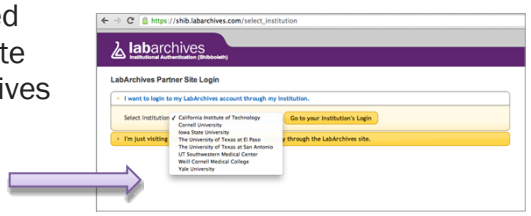
LabArchives

Setting Up & Accessing your Account at Cincinnati Children's Hospital and Medical Center

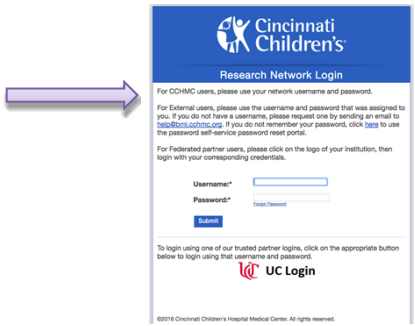
LabArchives' integration with the Cincinnati Children's single sign-on authentication system makes it easier to access your LabArchives® account. The simple steps below will guide you through this process.

IP Recognition Login

- Begin by using the main LabArchives login URL, https://mynotebook.labarchives.com. LabArchives has IP recognition for users accessing the site from a recognized institution location. Whether you are clicking through on an invite email to join a colleague's notebook or using the main LabArchives login URL from on campus, you should be redirected to the "LabArchives Partner Site Login" page.

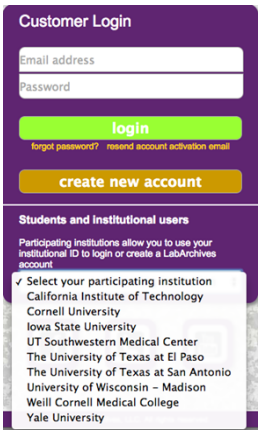


- Select your institution and click "Go to your institution's Login" and you will be redirected to the Cincinnati Children's 's login page. (It is also possible you will be sent directly to your institution's Login page, rather than the "LabArchives Parnter Site Login" page.)



Non-IP Recognition Login

- In case you are not redirected, a LabArchives screen will appear requesting information. Do NOT sign up here. Instead, select your institution from the drop-down menu. Once selected, you will be redirected to the Cincinnati Children's login page.



Bookmark Link for Direct LabArchives Access for Cincinnati Children's

- In order to save the steps above in the future, bookmark the URL below for direct LabArchives authentication access to the Cincinnati Children's login page. Note that the URL changes once you hit enter, so save it to your browser exactly as it appears here.

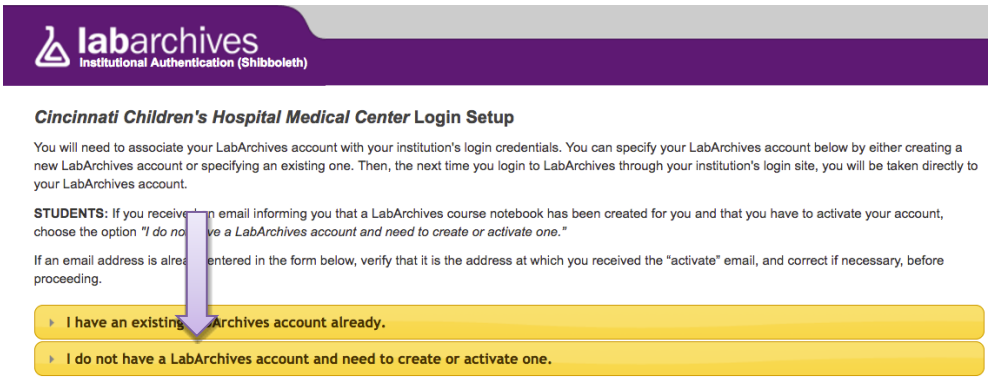
https://shib.labarchives.com?entityID=https%3A%2F%2Fsaccess.research.cchmc.org%2Ffed%2Fidp

1915 Aston Ave. Carlsbad, CA 92008
Phone: Toll Free (800) 653-5016 | Outside US +1 (760) 579-0342
www.labarchives.com – support@labarchives.com

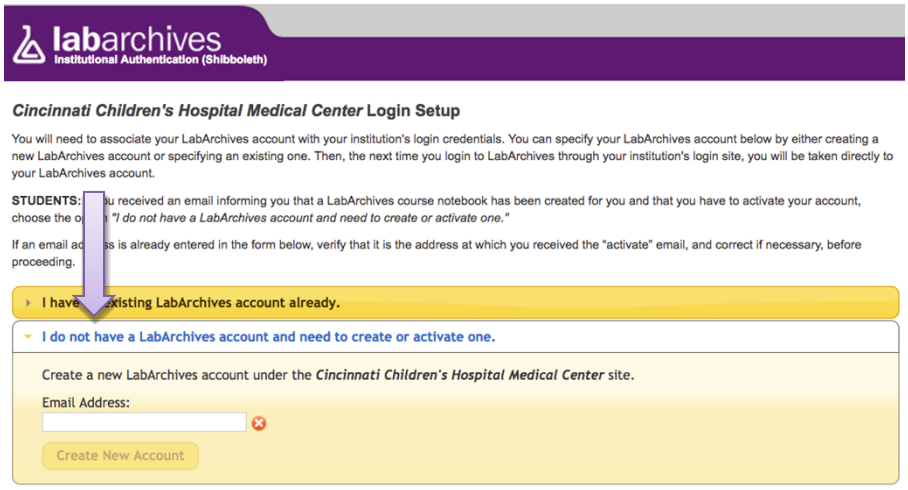
After logging in with your Cincinnati Children's credentials on the Cincinnati Children's login page, you will be redirected to the LabArchives "Login Setup" page, where you have two options: to create or activate a new LabArchives account, *or* to link with an existing LabArchives account. These two options are described below.

Create or activate a new LabArchives Account

- To create or activate a new account, select the 2nd option "I do not have a LabArchives account and need to create or activate one"



- *If you received an email informing you that a colleague has added you to a notebook and you have never created a LabArchives previously*, choose this option to activate your account.
- Once selected, a new page will appear asking for the e-mail you want associated with your Cincinnati Children's site license account. Enter it in the box.

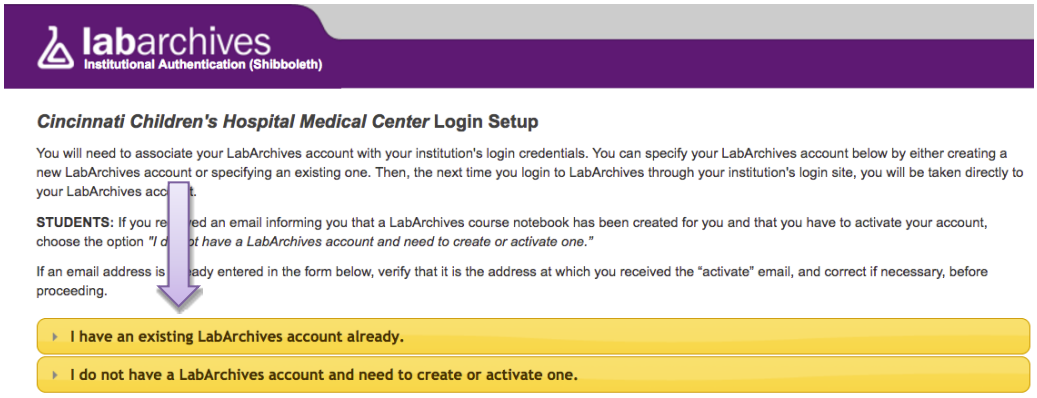


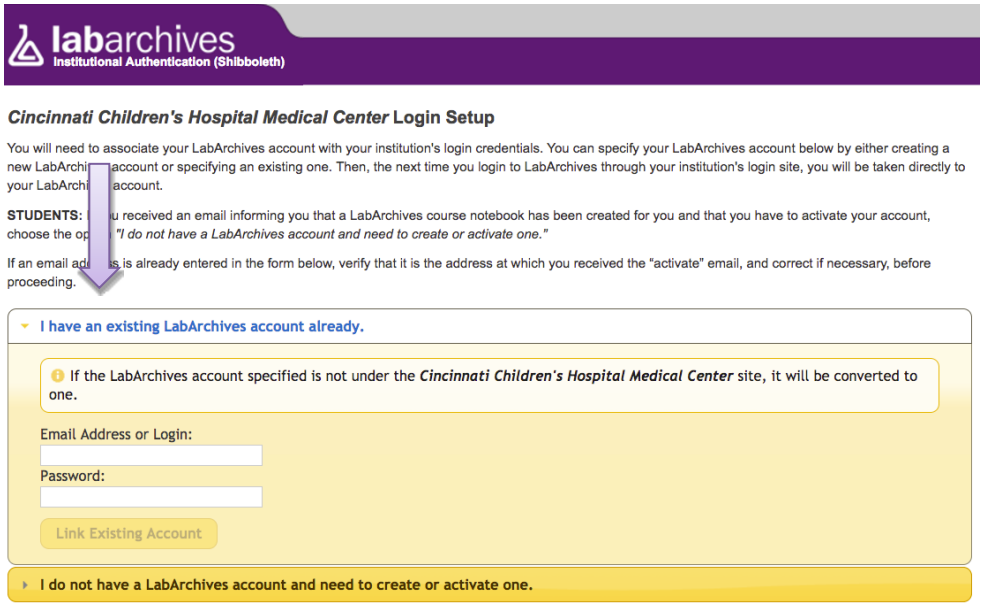
(**NOTE**: If you received an email informing you have been added to a notebook, verify that the entered e-mail address is *the address at which you received the "invitation" email, and correct if necessary*, before proceeding.)

- Select "Create New Account". If you already have a LabArchives account, you will get a message stating that the email address is already used for another LabArchives account. In this case, use the "Link with an Existing LabArchives Account" option, described below.
- After the e-mail is entered, it will be associated with your Cincinnati Children's credentials. Each time you login using these Cincinnati Children's credentials, you will be taken directly to your LabArchives account.

Link with an Existing LabArchives Account

- Once logged in with your Cincinnati Children's credentials, you also have the option to associate an existing LabArchives account with your Cincinnati Children's credentials.
- To do this, select the 1st option: "I have an existing LabArchives account already"



- When selected, the page will request your existing LabArchives account information. Enter the e-mail address and password associated with your LabArchives account, then select "Link Existing Account".

- After this information is entered, your LabArchives account will be linked to the Cincinnati Children's authentication system. Any time you log in using your Cincinnati Children's credentials you will be taken to your existing LabArchives account. All pre-existing lab notebooks will be there unchanged.