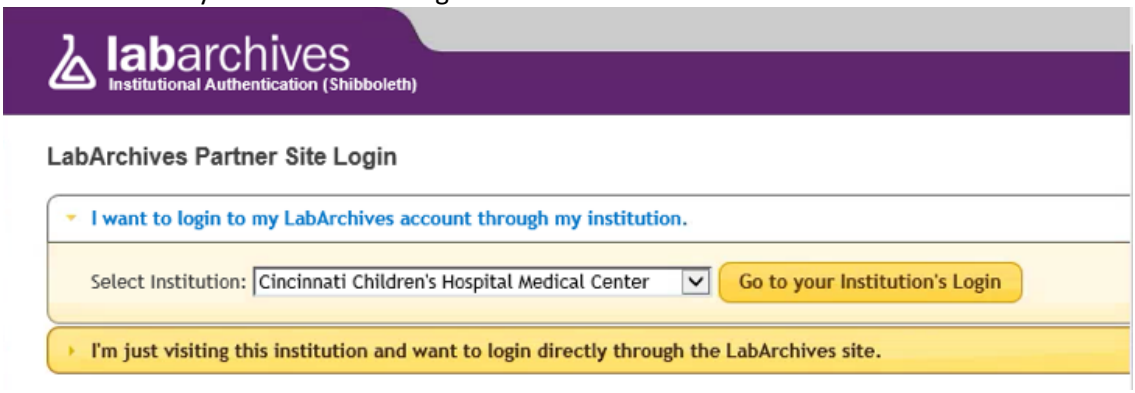
Login Instructions for LabArchives:

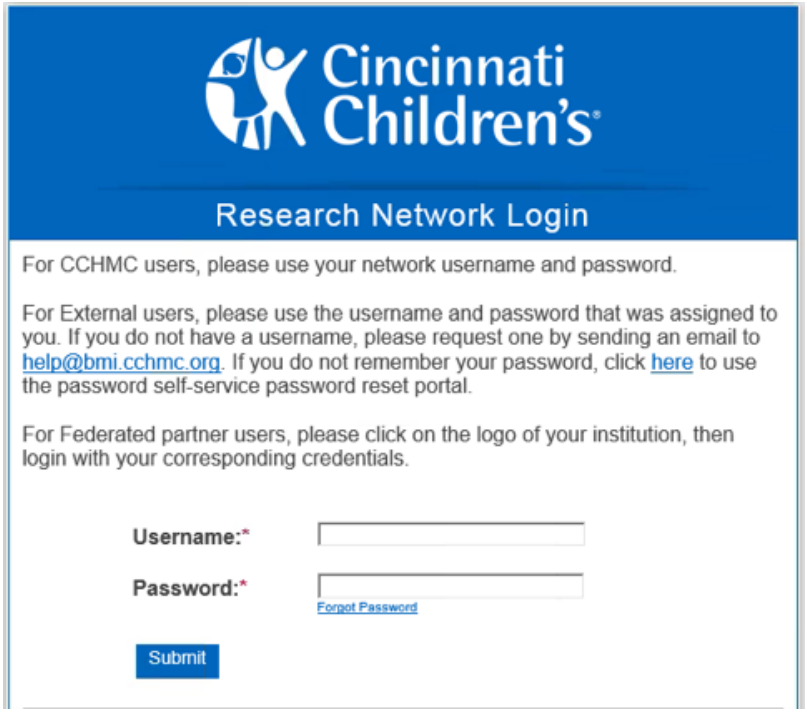
Cincinnati Children's Hospital Research Foundation (CCRF) has recently purchased an enterprise license with LabArchives. If you are a member of the CCRF, you can take advantage of free unlimited data storage with a LabArchives account.

Here are the instructions for the LabArchives login process, which will link your existing LabArchives free account with our enterprise license. You will also have the option to create a new LabArchives account.

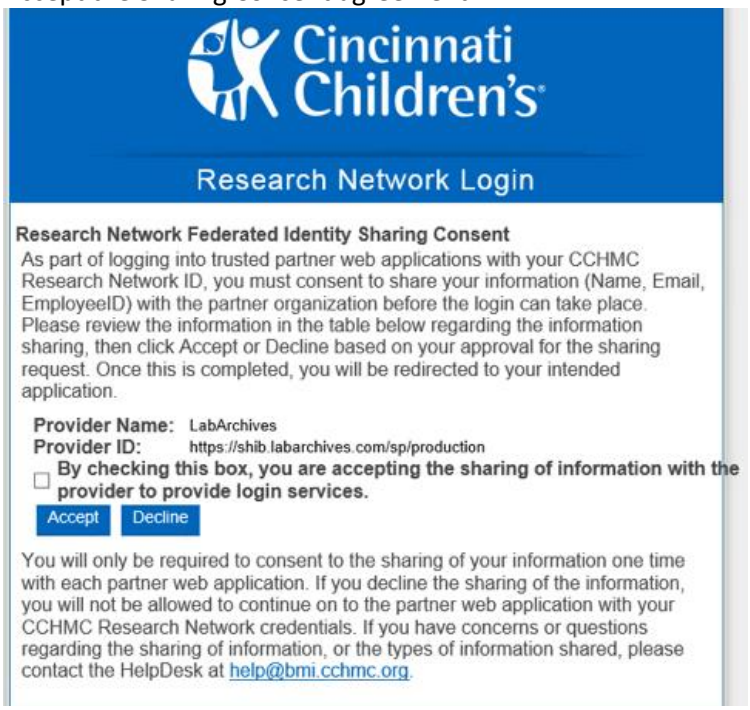
1. When attempting to login to LabArchives (https://mynotebook.labarchives.com/login), you will be redirected to this page. Select the option for Cincinnati Children's Hospital Medical Center and click "Go to your Institution's Login"



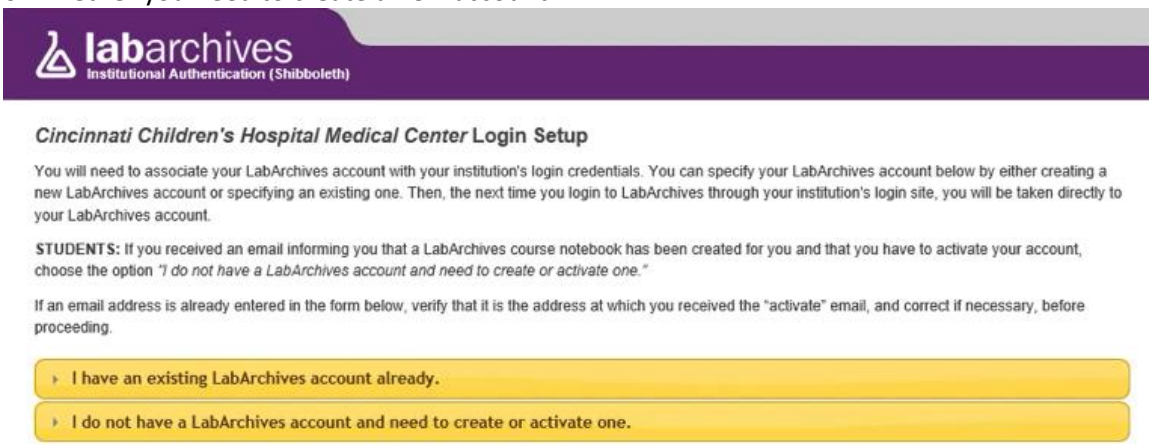
2. Login to the CCHMC Research Network with your CCHMC userID and password.



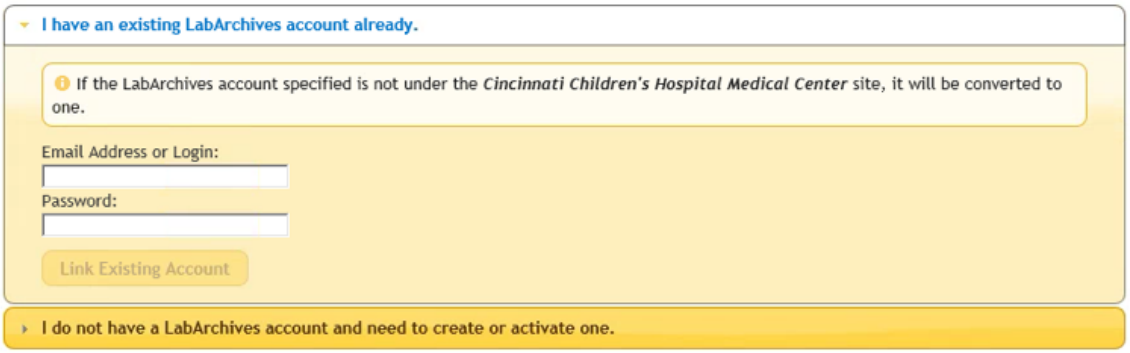
3. Accept the Sharing Consent agreement:



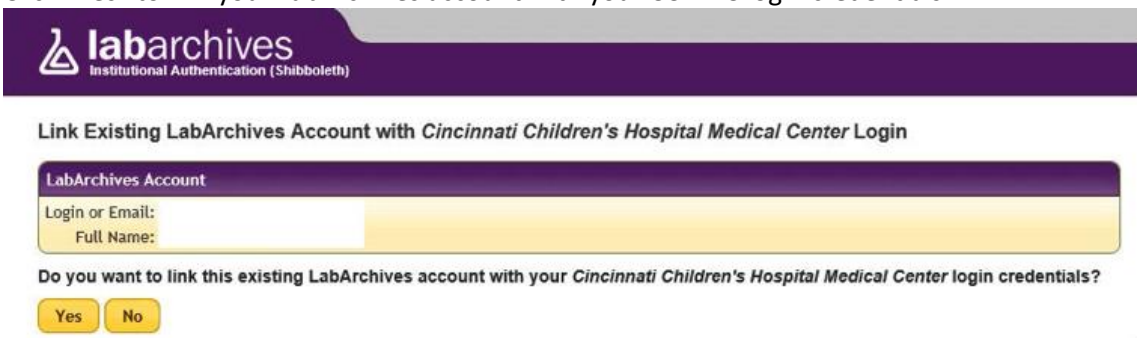
4. Choose the appropriate option depending on whether you have an existing LabArchives account or whether you need to create a new account.



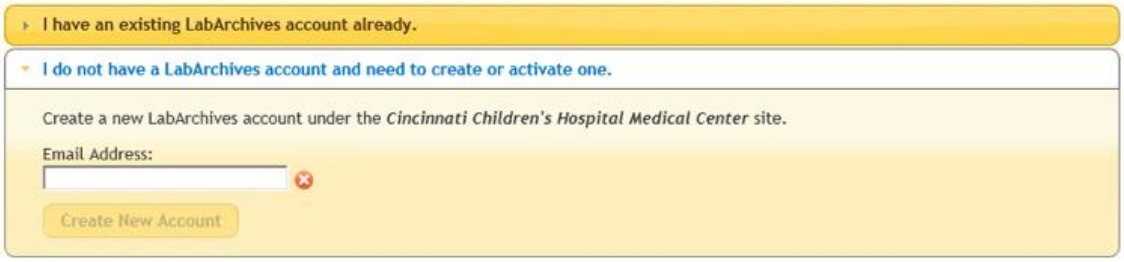
5. If you **have an existing** LabArchives free account and you would like to link it to your CCHMC credentials and be included in the CCHMC Research Foundation enterprise license, enter your email address and your old LabArchives password on this screen. This action will link your account. Following this action, the next time that you login to LabArchives, you will need to use your CCHMC credentials.



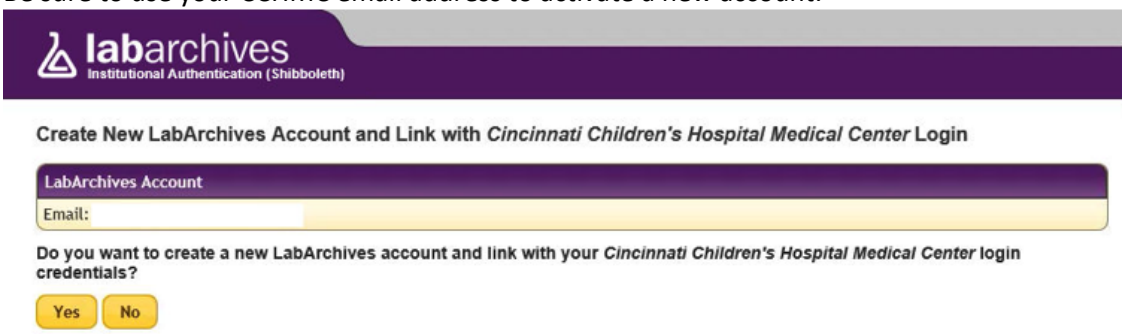
6. Click "Yes" to link your LabArchives account with your CCHMC login credentials.



7. If you **do not have an existing account**, choose the option to activate a new one.



8. Be sure to use your CCHMC email address to activate a new account:



9. Complete your name and email address information to register for a new account:

10. Need help? Contact help-eln@bmi.cchmc.org