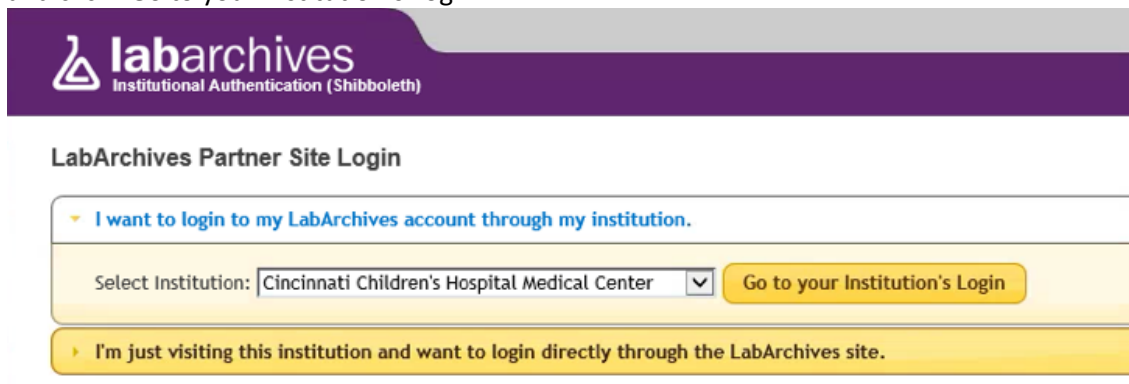


Login Instructions for LabArchives:

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"



The screenshot shows the LabArchives Institutional Authentication (Shibboleth) login page. The header features the LabArchives logo and the text "Institutional Authentication (Shibboleth)". Below the header, the page is titled "LabArchives Partner Site Login". There are two main options for login:

- I want to login to my LabArchives account through my institution.** This option is selected. It includes a dropdown menu for "Select Institution:" with "Cincinnati Children's Hospital Medical Center" selected, and a yellow button labeled "Go to your Institution's Login".
- I'm just visiting this institution and want to login directly through the LabArchives site.**

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



The screenshot shows the Cincinnati Children's Research Network Login page. The header features the Cincinnati Children's logo and the text "Research Network Login". Below the header, there are instructions for different user types:

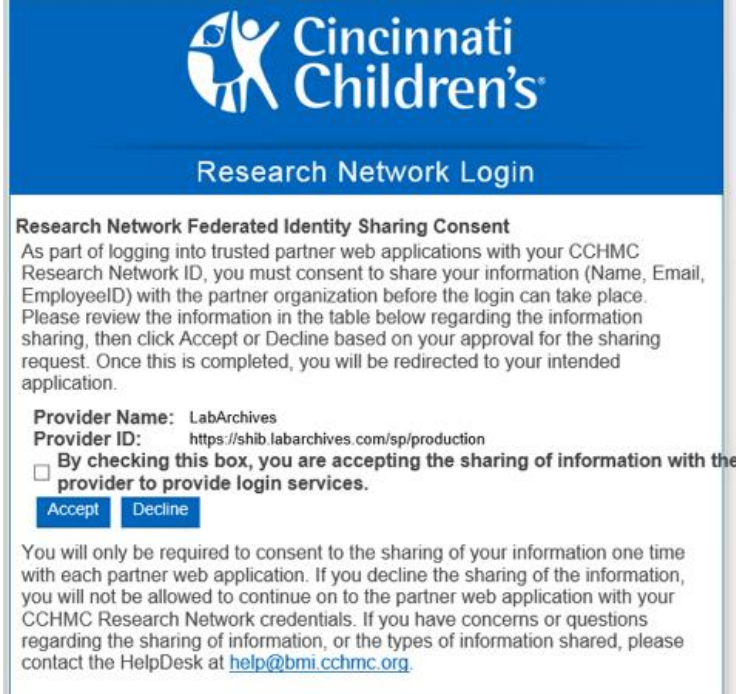
- For CCHMC users, please use your network username and password.**
- For External users, please use the username and password that was assigned to you. If you do not have a username, please request one by sending an email to help@bmi.cchmc.org. If you do not remember your password, click [here](#) to use the password self-service password reset portal.**
- For Federated partner users, please click on the logo of your institution, then login with your corresponding credentials.**

Below the instructions, there are two input fields:

- Username:*** with an empty text input field.
- Password:*** with an empty password input field and a [Forgot Password](#) link below it.

A blue "Submit" button is located below the input fields.

3. Accept the Sharing Consent agreement:



The screenshot shows the Cincinnati Children's Research Network Login page. At the top is the Cincinnati Children's logo and the text "Research Network Login". Below this is a section titled "Research Network Federated Identity Sharing Consent". The text explains that users must consent to share their information (Name, Email, EmployeeID) with the partner organization before login. It provides details for the provider: "Provider Name: LabArchives" and "Provider ID: https://shib.labarchives.com/sp/production". There is a checkbox with the text "By checking this box, you are accepting the sharing of information with the provider to provide login services." Below the checkbox are two buttons: "Accept" and "Decline". At the bottom, there is a paragraph explaining that consent is required only once per partner application and provides contact information for the HelpDesk at help@bmi.cchmc.org.

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



The screenshot shows the LabArchives Institutional Authentication (Shibboleth) page. At the top is the LabArchives logo and the text "Institutional Authentication (Shibboleth)". Below this is a section titled "Cincinnati Children's Hospital Medical Center Login Setup". The text explains that users need to associate their LabArchives account with their institution's login credentials. It provides instructions for students: "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.'" Below this is a paragraph explaining that if an email address is already entered, users should verify it is the address at which they received the "activate" email, and correct if necessary, before proceeding. At the bottom are two yellow buttons: "I have an existing LabArchives account already." and "I do not have a LabArchives account and need to create or activate one."

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.

▼ I have an existing LabArchives account already.

ⓘ If the LabArchives account specified is not under the *Cincinnati Children's Hospital Medical Center* site, it will be converted to one.


Email Address or Login:

Password:

Link Existing Account

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

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

 **labarchives**
Institutional Authentication (Shibboleth)

Link Existing LabArchives Account with *Cincinnati Children's Hospital Medical Center* Login

LabArchives Account

Login or Email:
Full Name:

Do you want to link this existing LabArchives account with your *Cincinnati Children's Hospital Medical Center* login credentials?

Yes No

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

▶ 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 *Cincinnati Children's Hospital Medical Center* site.

Email Address:

Create New Account

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

The screenshot shows the LabArchives website header with the logo and the text "Institutional Authentication (Shibboleth)". Below the header is a purple banner with the text "Create New LabArchives Account and Link with Cincinnati Children's Hospital Medical Center Login". Underneath is a form titled "LabArchives Account" with an "Email:" input field. Below the form is a question: "Do you want to create a new LabArchives account and link with your Cincinnati Children's Hospital Medical Center login credentials?" and two buttons labeled "Yes" and "No".

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

The screenshot shows a sidebar on the left with a purple background and a white header "Account". Below the header are three yellow buttons: "Notifications" and "Office Document Editor". The main content area is a purple header "Update your LabArchives Account Information" followed by a yellow form. The form has four input fields: "First Name" (with a red 'x' icon), "Last Name" (with a green checkmark), "Email" (with a green checkmark), and "Confirm Email" (with a green checkmark). Below the form is a yellow "Update" button.

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