UNSW eNotebook (LabArchives)
Getting started - for new users

Research Technology Services

Step-by-step process:

1. Go to https://aushib.labarchives.com/select_institution and select “University of New South Wales” in the dropdown options under “I want to login to my LabArchives account through my institution.”

2. Log in with zID and password.
3. After selecting your preferred information release consent duration option, click “Accept”.

4. Click “I do not have a LabArchives account and need to create or activate one”.

5. Review the pre-populated email address and click “Create New Account”.

6. Click “Yes” and you will create a new LabArchives account that is linked to your UNSW credentials.

Note: this process only needs to be done once and on subsequent visits, your zID credentials are used to access LabArchives.
7. You may find that your first name and last name are either not populated or incorrectly assigned. Review and update any missing or incorrect details and click “Update”. You will receive two confirmation emails - one for the activation of account and another for the update of account information.
8. Remember to give your default notebook a meaningful name (e.g. short project title) by right-clicking the notebook name on the left-hand side panel and clicking “Rename item”. This is especially relevant when you are sharing the notebook with others.

9. If you are a Higher Degree Research candidate or undergraduate student with a research project, remember to give your supervisor access to your notebook by clicking three dots at the top-right corner and clicking “Notebook settings”.

10. Click “User Management” and then “New User”. Type in the email address of your supervisor and click “Add User”.