UNSW eNotebook (LabArchives)
Getting started - for pilot/previous users

Research Technology Services

Important note:

This process involves transfer of all data in your notebooks to the UNSW instance of LabArchives. Please ensure that you remove any data that you do not wish to be governed by UNSW prior to commencing the linking process.

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”.

![Login to LabArchives]

LabArchives is the most innovative research notebook software available. Far more than an electronic notebook (“e-notebook” or “ELN”), LabArchives stores and catalogs all of your research for easy retrieval and publication.

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By signing in, I acknowledge that:

- The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

  - Subtitle an information release consent duration:
    - Ask me again at next login
    - I agree to send my information this time
    - Ask me again if information to be provided to this service changes
    - I agree that the same information will be sent automatically to this service in the future
    - Do not ask me again
    - I agree that all of my information will be released to any service.

This setting can be revoked at any time with the checkboxes on the login page.
4. Click “I have an existing LabArchives account already”.

5. Log in with the email address and password combination that was used to create your LabArchives account during the pilot period.
6. Click “Yes” and your existing LabArchives account and all the associated notebooks are now 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. 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.
8. 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”.

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