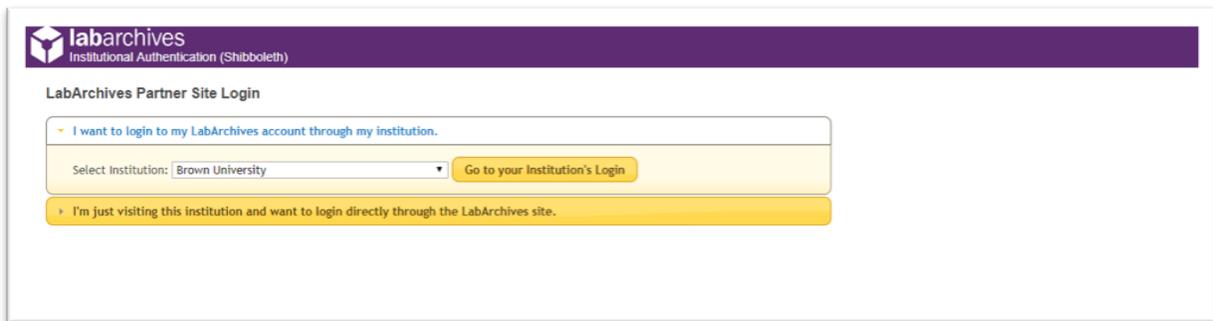


# Getting Started in LabArchives

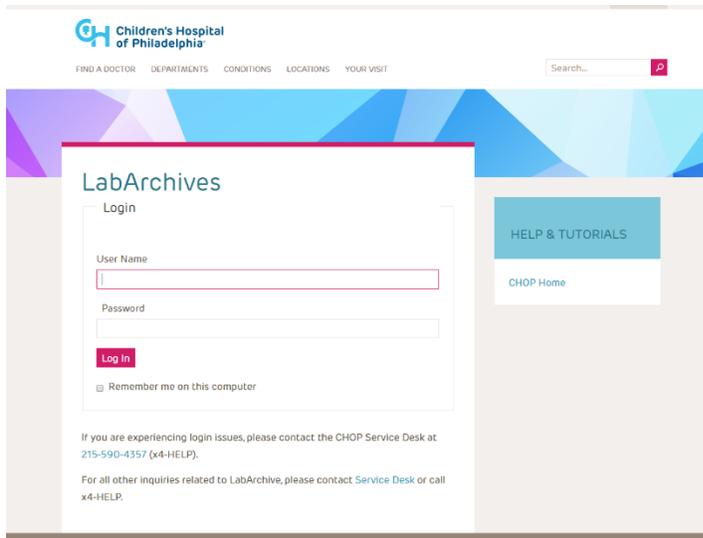
## How do I access LabArchives from a CHOP location?

You may either visit [www.LabArchives.com](http://www.LabArchives.com), or follow the Login link provided on LabArchives.Research.CHOP.edu. Once at the LabArchives login, follow the steps below.

- 1) Ensure “Children’s Hospital of Philadelphia” is the selected institution. If it is not, select “Children’s Hospital of Philadelphia” from the drop down. Click “Go to your Institution’s Login”



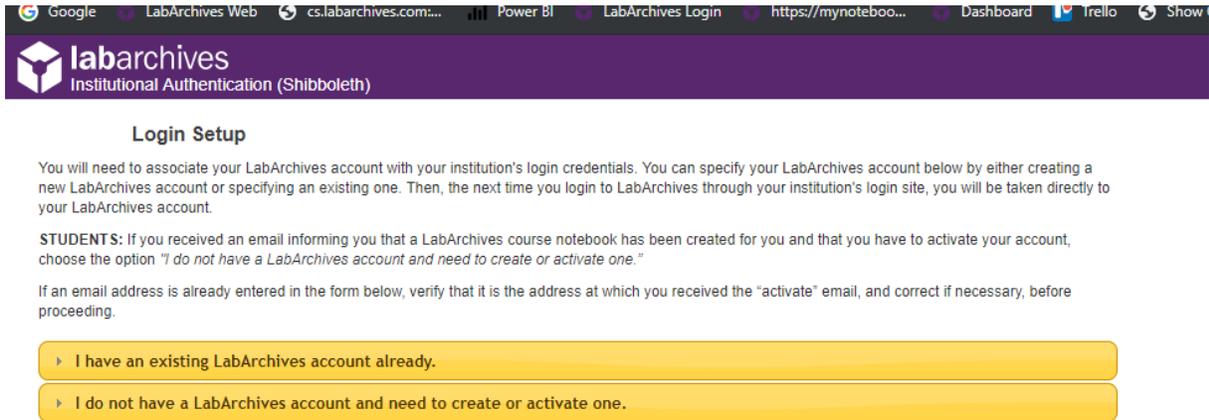
- 2) You will be taken to the CHOP secure login page for LabArchives. Enter your credentials and click “Log in”



*If you have already created your CHOP LabArchives account, you will go directly into LabArchives.*

**Note: If you have not yet created a CHOP LabArchives account, continue with the steps below.**

- 3) If you do not have a CHOP LabArchives account, you will see the following screen on your first visit:



labarchives  
Institutional Authentication (Shibboleth)

### Login Setup

You will need to associate your LabArchives account with your institution's login credentials. You can specify your LabArchives account below by either creating a new LabArchives account or specifying an existing one. Then, the next time you login to LabArchives through your institution's login site, you will be taken directly to your LabArchives account.

**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."

If an email address is already entered in the form below, verify that it is the address at which you received the "activate" email, and correct if necessary, before proceeding.

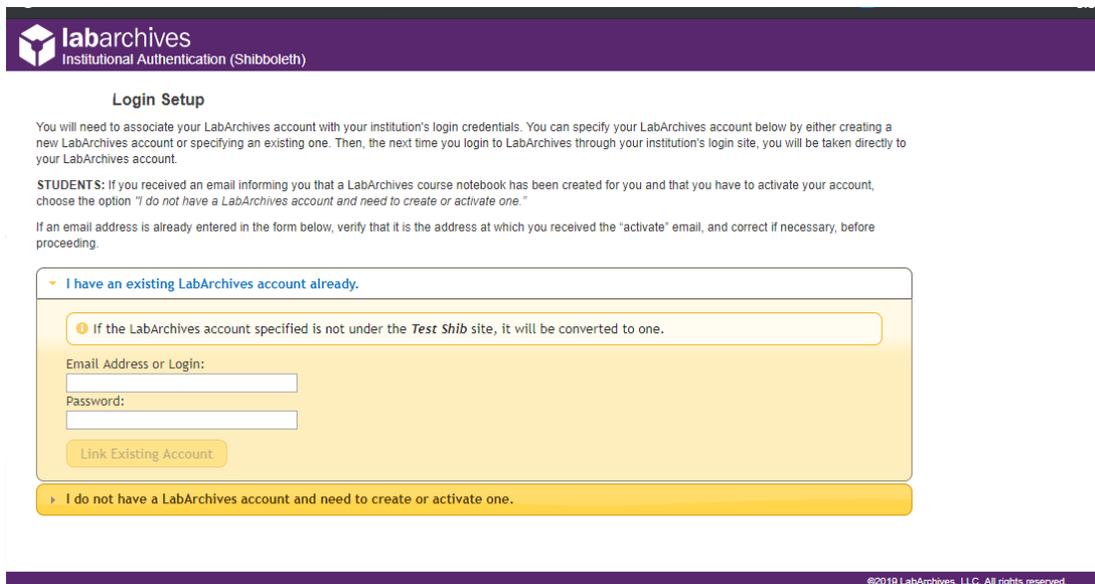
▶ I have an existing LabArchives account already.

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

**Note: If you do not have an existing *non-CHOP* LabArchives account, go directly to step number 5**

If you have an existing personal, or institutional, LabArchives account, you can associate it with your CHOP LabArchives identity by selecting the first option, "I have an existing LabArchives account already".

- 4) The following screen will prompt you for the credentials of your existing non-CHOP LabArchives account.



labarchives  
Institutional Authentication (Shibboleth)

### Login Setup

You will need to associate your LabArchives account with your institution's login credentials. You can specify your LabArchives account below by either creating a new LabArchives account or specifying an existing one. Then, the next time you login to LabArchives through your institution's login site, you will be taken directly to your LabArchives account.

**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."

If an email address is already entered in the form below, verify that it is the address at which you received the "activate" email, and correct if necessary, before proceeding.

▶ I have an existing LabArchives account already.

ⓘ If the LabArchives account specified is not under the *Test Shib* 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.

©2019 LabArchives, LLC. All rights reserved.

Congratulations! If you have completed these steps, your non-CHOP LabArchives account has been converted to a CHOP LabArchives account.

- 5) If you do not have a CHOP, or a non-CHOP, LabArchives account, click on the second selection entitled “I do not have a LabArchives account and need to create or activate one”.

- 6) You will be presented with the following screen.

Ensure that your “Email Address” entry is specified as [username@CHOP.edu](mailto:username@CHOP.edu) (**not** [username@email.chop.edu](mailto:username@email.chop.edu)), as this is the CHOP LabArchives standard. Do so, even if you normally use [username@email.chop.edu](mailto:username@email.chop.edu) as your email address. Click “Create New Account”. You will be prompted for your CHOP credentials.

Congratulations! You now have a CHOP LabArchives account.

# How do I access LabArchives from outside of CHOP?

Visit [www.LabArchives.com](http://www.LabArchives.com). Once at the LabArchives login, follow the steps below.

- 1) Enter your CHOP identity, as [username@CHOP.edu](mailto:username@CHOP.edu), in the “Email address” box. Click Next.

**-or-**

Select “Children’s Hospital of Philadelphia” from the Institution drop down list.

**Sign in**

Email address

Next

or

If your institution has enabled Single Sign-On, it will appear on the list below:

California Institute of Technology

Don't have an account? [Sign up for free](#)

- 2) You will be taken to the CHOP secure login page for LabArchives. Enter your credentials and click “Log in”

Children's Hospital of Philadelphia

LabArchives

Login

User Name

Password

Log in

Remember me on this computer

HELP & TUTORIALS

CHOP Home

*If you have already created your CHOP LabArchives account, you will go directly into LabArchives.*

**Note: If you have not yet created a CHOP LabArchives account, continue with the steps below.**

- 3) If you do not have a CHOP LabArchives account, you will see the following screen on your first visit:

Google LabArchives Web cs.labarchives.com... Power BI LabArchives Login https://mynoteboo... Dashboard Trello Show

**labarchives**  
Institutional Authentication (Shibboleth)

### Login Setup

You will need to associate your LabArchives account with your institution's login credentials. You can specify your LabArchives account below by either creating a new LabArchives account or specifying an existing one. Then, the next time you login to LabArchives through your institution's login site, you will be taken directly to your LabArchives account.

**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."

If an email address is already entered in the form below, verify that it is the address at which you received the "activate" email, and correct if necessary, before proceeding.

▶ I have an existing LabArchives account already.

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

**Note: If you do not have an existing *non-CHOP* LabArchives account, go directly to step number 5**

If you have an existing personal, or institutional, LabArchives account, you can associate it with your CHOP LabArchives identity by selecting the first option, "I have an existing LabArchives account already".

- 4) The following screen will prompt you for the credentials of your existing non-CHOP LabArchives account.

**labarchives**  
Institutional Authentication (Shibboleth)

### Login Setup

You will need to associate your LabArchives account with your institution's login credentials. You can specify your LabArchives account below by either creating a new LabArchives account or specifying an existing one. Then, the next time you login to LabArchives through your institution's login site, you will be taken directly to your LabArchives account.

**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."

If an email address is already entered in the form below, verify that it is the address at which you received the "activate" email, and correct if necessary, before proceeding.

▶ I have an existing LabArchives account already.

ⓘ If the LabArchives account specified is not under the *Test Shib* site, it will be converted to one.

Email Address or Login:

Password:

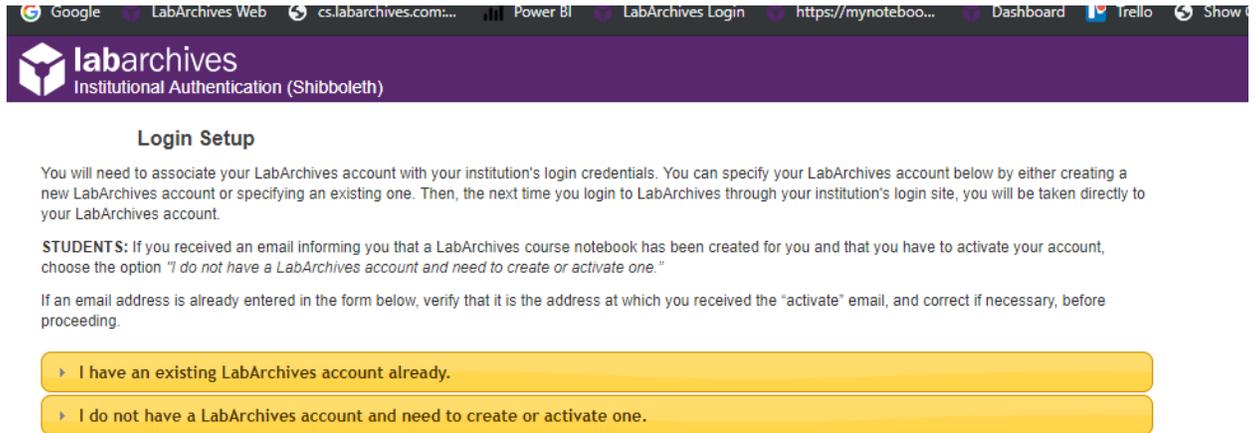
Link Existing Account

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

©2019 LabArchives, LLC. All rights reserved.

Congratulations! If you have completed these steps, your non-CHOP LabArchives account has been converted to a CHOP LabArchives account.

- 5) If you do not have a CHOP, or a non-CHOP, LabArchives account, click on the second selection entitled “I do not have a LabArchives account and need to create or activate one”.



labarchives  
Institutional Authentication (Shibboleth)

### Login Setup

You will need to associate your LabArchives account with your institution's login credentials. You can specify your LabArchives account below by either creating a new LabArchives account or specifying an existing one. Then, the next time you login to LabArchives through your institution's login site, you will be taken directly to your LabArchives account.

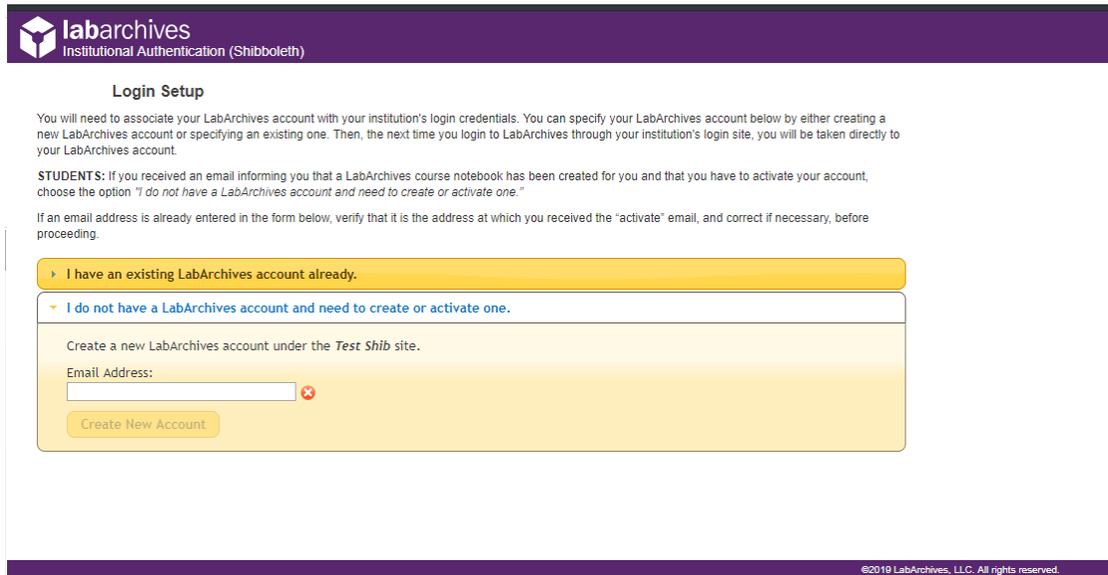
**STUDENTS:** If you received an email informing you that a LabArchives course notebook has been created for you and that you have to activate your account, choose the option "I do not have a LabArchives account and need to create or activate one."

If an email address is already entered in the form below, verify that it is the address at which you received the "activate" email, and correct if necessary, before proceeding.

I have an existing LabArchives account already.

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

- 6) You will be presented with the following screen.



labarchives  
Institutional Authentication (Shibboleth)

### Login Setup

You will need to associate your LabArchives account with your institution's login credentials. You can specify your LabArchives account below by either creating a new LabArchives account or specifying an existing one. Then, the next time you login to LabArchives through your institution's login site, you will be taken directly to your LabArchives account.

**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."

If an email address is already entered in the form below, verify that it is the address at which you received the "activate" email, and correct if necessary, before proceeding.

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 *Test Shib* site.

Email Address:

Create New Account

©2019 LabArchives, LLC. All rights reserved.

Ensure that your “Email Address” entry is specified as [username@CHOP.edu](#) (**not** [username@email.chop.edu](#)), as this is the CHOP LabArchives standard. Do so, even if you normally use [username@email.chop.edu](#) as your email address. Click “Create New Account”. You will be prompted for your CHOP credentials.

Congratulations! You now have a CHOP LabArchives account.