



Access your LabArchives Account at Rush University Medical Center

Login to LabArchives

1. Go to <https://mynotebook.labarchives.com>. If you were invited to a course follow the course Sign-Up URL.
2. Select **Rush University Medical Center** from the "Sign in through your institution" dropdown list



3. Login to the **Rush University Medical Center** Login Page.
4. If you are creating a new LabArchives account or connecting an existing LabArchives account to the **Rush University Medical Center** Single Sign on, follow the steps below.

Link for Direct LabArchives Access

You can also access the **Rush University Medical Center** login page using the link below. The URL may change once you hit enter, so save it to your browser exactly as it appears here.

<https://shib.labarchives.com?entityID=https%3A%2F%2Fsts.windows.net%2F822ee4ca-eeac-4bf4-957b-97a4bb0b1697%2F>



Create a new LabArchives Account

These steps should be used if you would like to create a new LabArchives account that is connected to the Single Sign-On at **Rush University Medical Center**.

1. Login to **Rush University Medical Center**. You will be brought to the LabArchives Login Setup page.
2. Select "I do not have a LabArchives account and need to create or activate one".

labarchives
Institutional Authentication (Shibboleth)

Test Shib 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:
example@example.edu ✓

Create New Account

3. If you received an email inviting you to a course or if a notebook was shared with you, enter the email address for this account in the "Email Address" field.
4. Click "Create New Account"
5. When asked "Do you want to create a new LabArchives account and link with your login credentials?" Click "Yes"

Link an Existing LabArchives Account

These steps should be used if you have an existing LabArchives account and you would like to connect to the Single Sign-On at **Rush University Medical Center**. All pre-existing lab notebooks will be there unchanged.

1. Login to **Rush University Medical Center**. You will be brought to the LabArchives Login Setup page.
2. Select "I have a LabArchives account Already".

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Institutional Authentication (Shibboleth)

Test Shib 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:
test@test.com

Password:

Link Existing Account

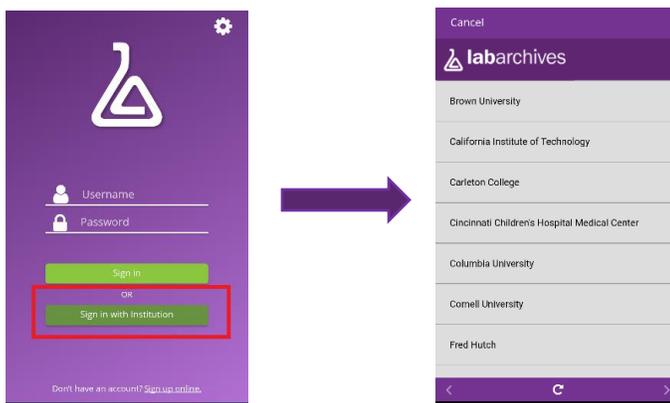
I do not have a LabArchives account and need to create or activate one.

3. Enter the email address and password associated with your account.
4. Click "Link Existing Account"
5. When asked "Do you want to link this existing LabArchives account with your Institution login credentials?" click "Yes"



LabArchives Mobile App for Android and IOS

1. Download and Install the LabArchives Mobile app from the [Google Play Store](#) or [App Store](#)
2. To login, tap "Sign in with Institution" and select "**Rush University Medical Center**" from the list

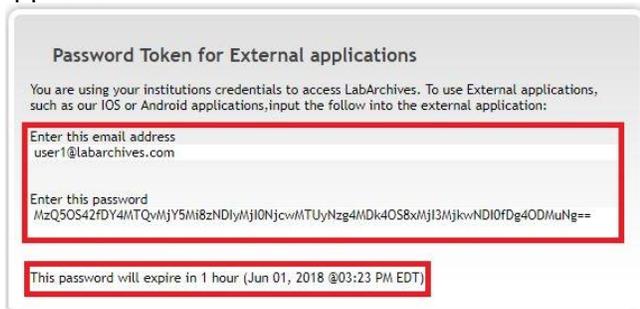
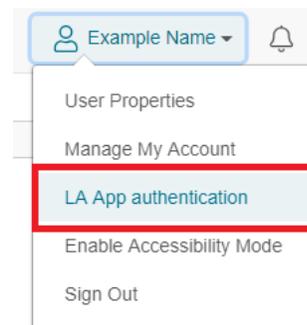


3. Login to the "**Rush University Medical Center**" Single Sign-On to access your LabArchives Notebooks.

Login to External Applications with a Password Token

Password tokens are used to login to external applications like Folder Monitor, the Microsoft Office Plugin, FlowJo, GraphPad Prism, and Vernier Logger Pro.

1. Sign into LabArchives via the web browser, click your name at the top right and select "LA App Authentication"
2. The "Password Token for External Applications" screen will appear. You can use the email address and password token to login to the external application.



Note: The password is valid for 1 hour and you can always make a new password token. You will need to create a password token each time you login to an external application unless you turn on auto login.