



LabArchives Temple SSO Instructions

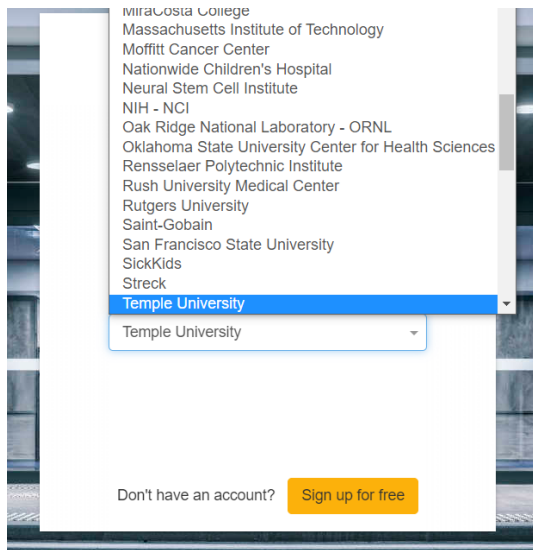
Temple University has a SSO with LabArchives. Please follow the steps for your first login.

1. Go to <https://mynotebook.labarchives.com/login>

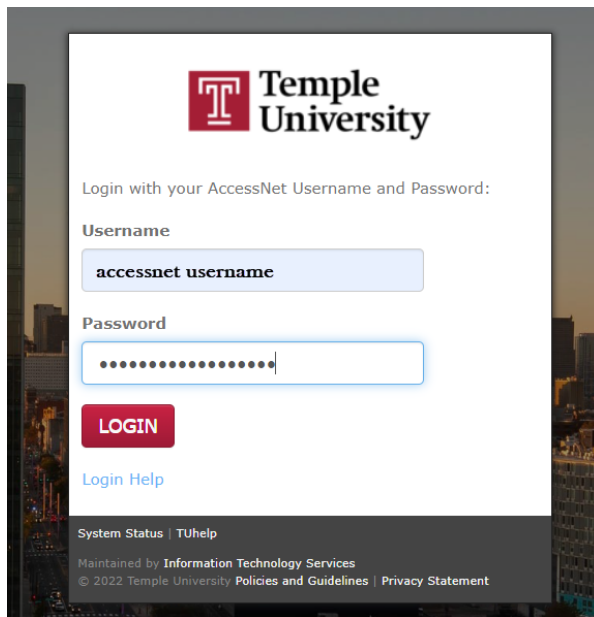
A screenshot of the LabArchives login page. The page has a white background with a dark blue header. The main content area is a white box with a dark blue border. Inside the box, the text 'Sign in' is at the top. Below it is a text input field labeled 'Email address'. Underneath the field is a dark blue button with the word 'Next' in white. Below the button is a horizontal line with the word 'or' in the center. Below the line is the text 'If your institution has enabled Single Sign-On, it will appear on the list below:'. Below this text is a dropdown menu with the text 'Sign in through your institution' and a downward arrow. At the bottom of the box, the text 'Don't have an account?' is followed by an orange button with the text 'Sign up for free'.

2. Select the drop-down for the 'Sign-in through your institution' and select Temple University.

Note: TUHS and Fox Chase Center personnel will require a Temple University accessnet username and password. If you do not have a temple.edu email, you must first secure one to login. Please follow [this link](#) for instructions on how to request the account.



3. You will be redirected to the Temple University SSO screen



4. Once you put your credentials and authenticate, you will get access to LabArchives.
 - For a **FIRST TIME** user, you will get the following screen:

← → ↻ auth-service.labarchives.com/new_user


labarchives
 Institutional Authentication

Login Setup

Students - if you were added to a course, choose Create or Activate a new LabArchives account.

Link an existing LabArchives account

Email Address:

Password:

Link Existing Account

Create or Activate a new LabArchives account

Email Address:

Create New Account

- If you have used LabArchives before and have an existing account **then you should use the username and password that you had created the account with.** This will link the existing LabArchives account to the Temple account.
- If you don't have an existing account then you can click on the 'Create New Account' button.
 Note: **Please do not change the email address that was pulled in automatically.**
- If you have already logged in before then you will be redirected to the LabArchives page

The screenshot displays the Temple University LabArchives interface. At the top, the Temple University logo is on the left, and a search bar labeled 'Search notebook' is on the right, with 'powered by labarchives®' text below it. Below the header, the left sidebar shows 'Notebooks 3 >' and a list of items: 'My Notebook' (selected), 'Untitled Page', 'OVPR logo', '+ New...', and 'Deleted Items'. The main content area is titled 'Dashboard for My Notebook' (highlighted with a purple box). Below the title is a text input field 'Add a notebook description...' with a pencil icon. The dashboard features two tables: 'Summary' and 'Recent modified entries'.

Folders	0
Pages	2
Public pages	0
Entries	2
Revisions	0

Day	Week	Month
0	0	1

5. You can use all the features of LabArchives here.
6. After you have completed these steps, the SSO will work for all future logins using your temple.edu email.