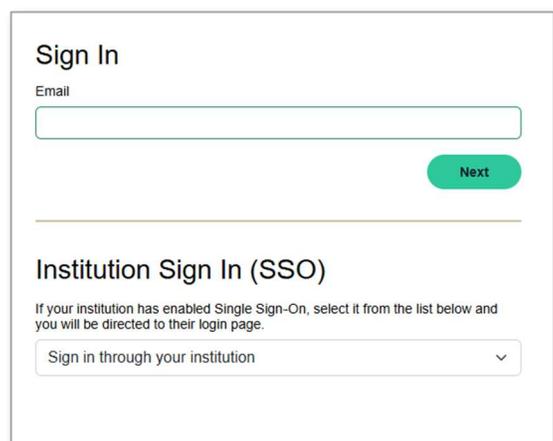


On the LabArchives login page: <https://au-mynotebook.labarchives.com/>, select your institution from the **Sign in through your institution** list. You will be directed to your institution's Single Sign-On page.



Sign In

Email

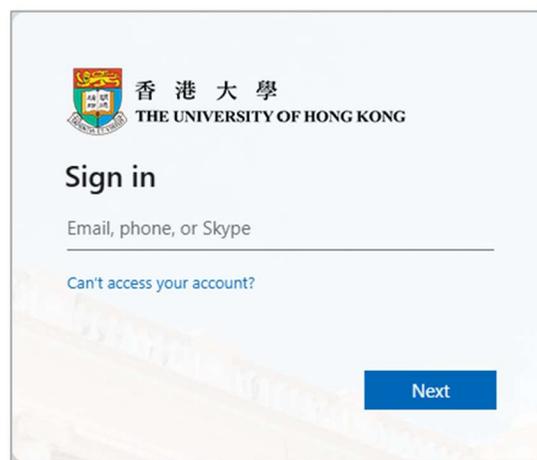
Next

---

Institution Sign In (SSO)

If your institution has enabled Single Sign-On, select it from the list below and you will be directed to their login page.

Sign in through your institution



香港大學  
THE UNIVERSITY OF HONG KONG

Sign in

Email, phone, or Skype

Can't access your account?

Next

## Link for direct LabArchives access

You can also access the 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://aushib.labarchives.com?entityID=https%3A%2F%2Fsts.windows.net%2F42f9b54e-2477-41ba-bf09-7a0d2a83ff09%2F>

## Create a new LabArchives account

1. Select your institution from the **Sign in through your institution** list to be taken to your institutional Single Sign-On page.
2. After authenticating, you will be taken to the LabArchives Login Setup page which will include options to **Link an existing LabArchives account** and **Create or Activate a new LabArchives account**.
3. Under **Create or Activate a new LabArchives account**, enter your email address.
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**.
6. Your LabArchives account is now connected to the Single Sign-On for your institution. For future logins, you will be taken directly to your account and the last used notebook.



## Link an existing LabArchives account

If you previously used LabArchives but this is your first-time logging into the Single Sign-On, you will be brought to the LabArchives Login Setup Page to link your account with your institutional credentials.

1. Select your institution from the **Sign in through your institution** list to be taken to your institutional Single Sign-On page.
2. After authenticating, you will be taken to the LabArchives Login Setup page which will include options to **Link an existing LabArchives account** and **Create or Activate a new LabArchives account**.
3. In the fields under **Link an existing LabArchives account**, enter the email address used for your existing account and the password previously associated with your account.  
**Note:** If you do not remember your password, contact the LabArchives Support Team at [support@labarchives.com](mailto:support@labarchives.com) for assistance
4. Click **Link Existing Account**.
5. When asked **Do you want to link this existing LabArchives account?**, click **Yes**.
6. Your LabArchives account is now connected to the Single Sign-On for your institution. For future logins, you will be taken directly to your account and the last used notebook

## Login to external applications

You can use your Single Sign-On credentials with most of our integrations with external applications like Microsoft Office and GraphPad Prism. However, a password token is used to log in to LabArchives via our integrations with SnapGene and REDCap.

1. Sign into LabArchives via your web browser, click your name at the top right and select **External App Authentication**.
2. Use the email address and password token to login to the external application.

The screenshot shows a user profile dropdown menu on the left with options: User Properties, External App authentication, Disable Accessibility Mode, and Sign Out. The main area displays a dialog box titled 'Password Token for External Applications' with a close button (x). The dialog contains the following text: 'To use external applications that access your LabArchives data, enter the following instead of your normal LabArchives or institutional login credentials:'. Below this, there are two input fields. The first is labeled 'Enter this email address:' and contains 'example.name@labarchives.com' with a 'Copy' button. The second is labeled 'Enter this password token:' and contains 'MzE2NTg5LjB8NjQyNS8yNDM1MzAvMzI2MzExMDYxMTY2MC' with a 'Copy' button. At the bottom of the dialog, it states 'This password will expire in 1 hour at: Aug 09, 2022, 1:05 PM AEST'.

See our [Knowledgebase](#) for further information on all our integrations with external applications.