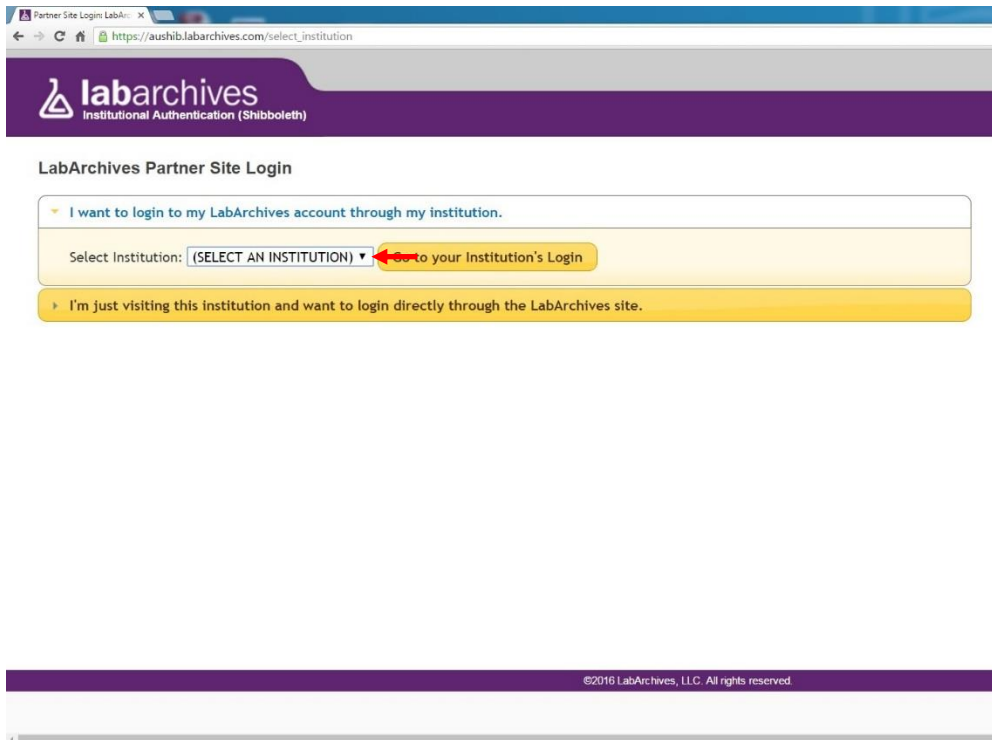


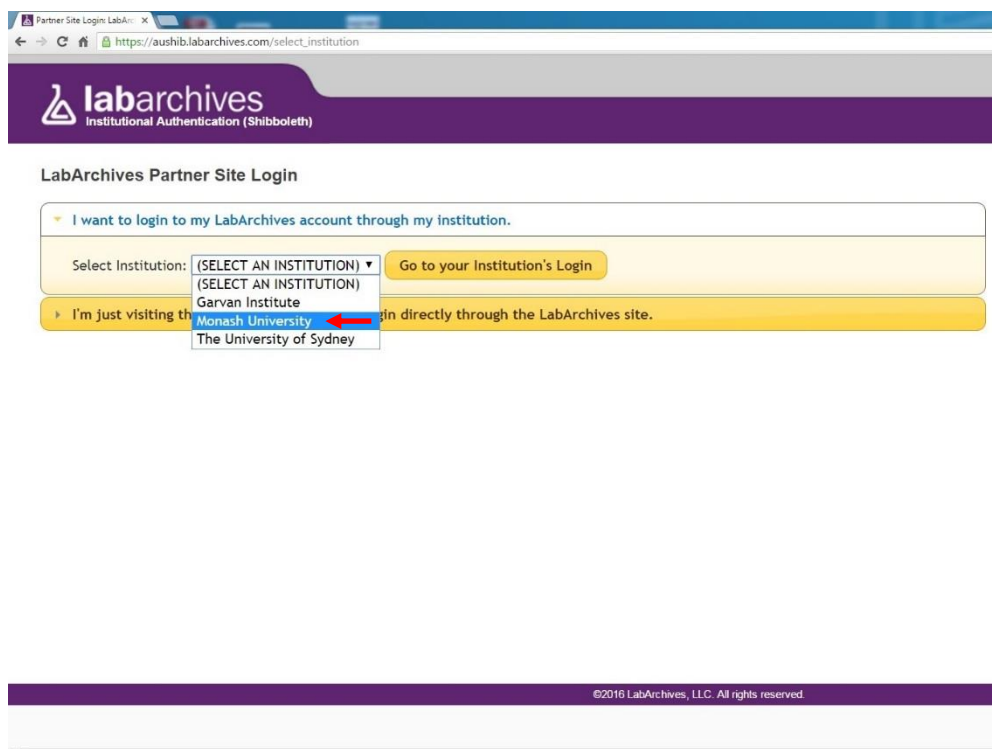
## Creating a new LabArchives Account

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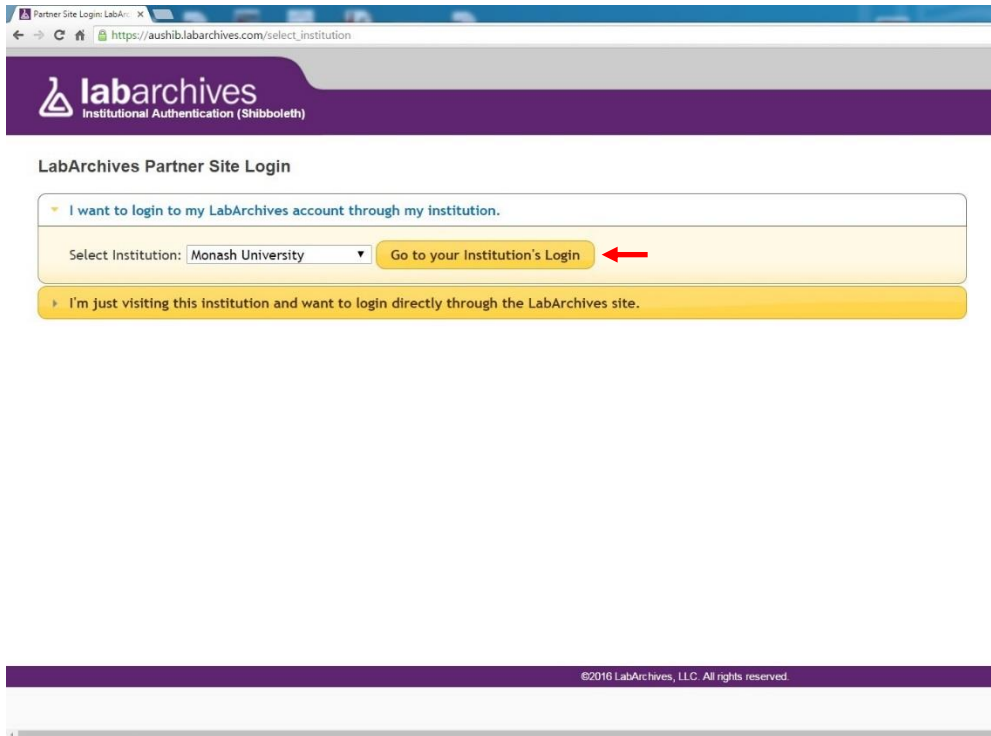
1. Go to the LabArchives website <https://auapi.labarchives.com/login>. Alternatively, LabArchives can also be accessed by entering “LabArchives AU” in a search engine browser. Please bookmark this link.
2. Under **I want to login to my LabArchives account through my institution**, click on the **Select an Institution** drop down box.



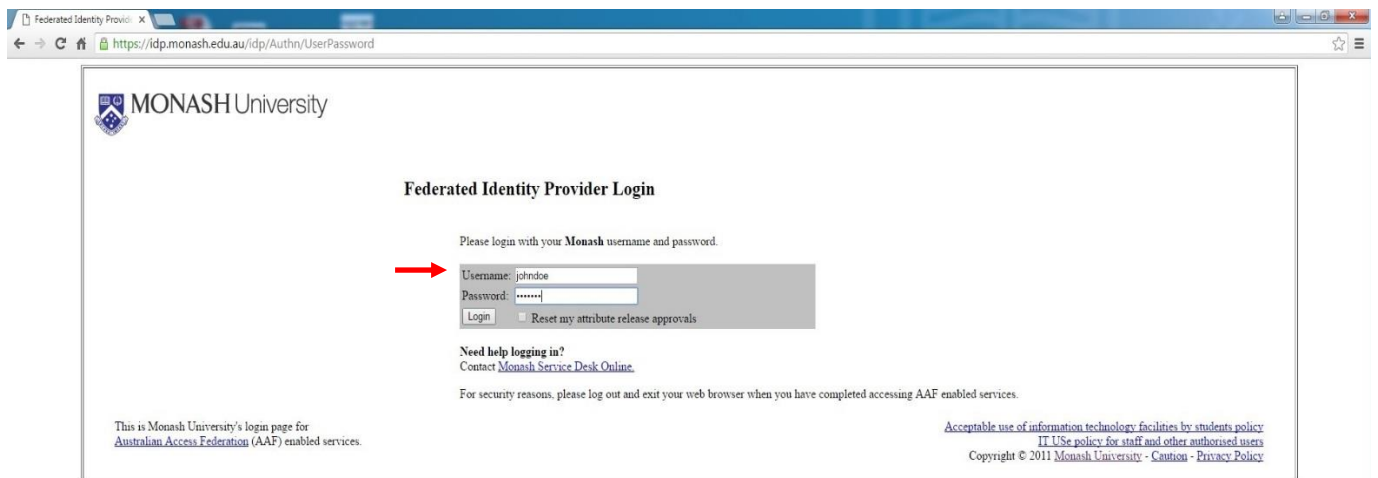
3. Select **Monash University**.



4. Click on **Go to your Institution's Login**.



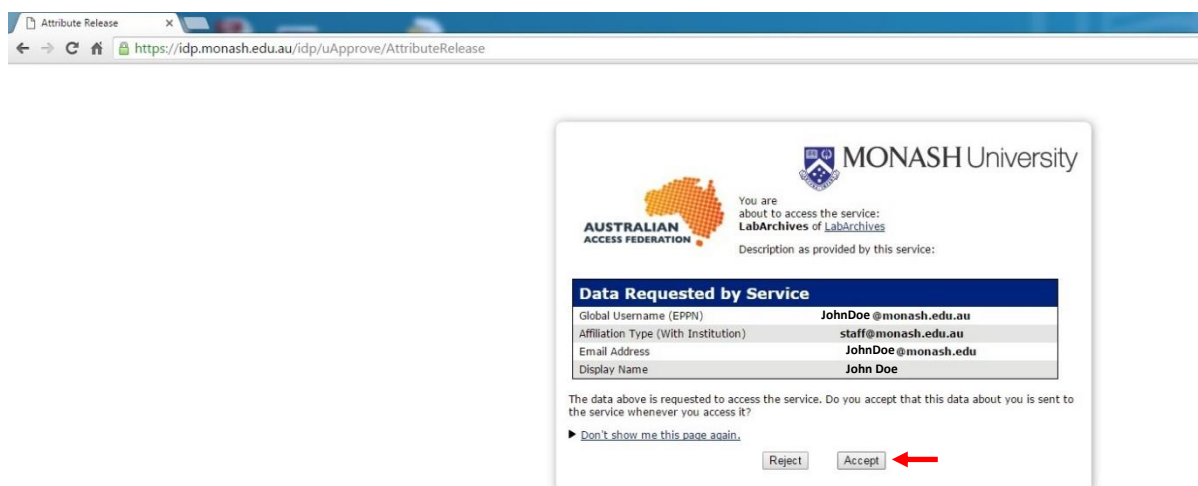
5. You will be redirected to the Monash University Authcate login page. **Enter your Monash username and password to login.**



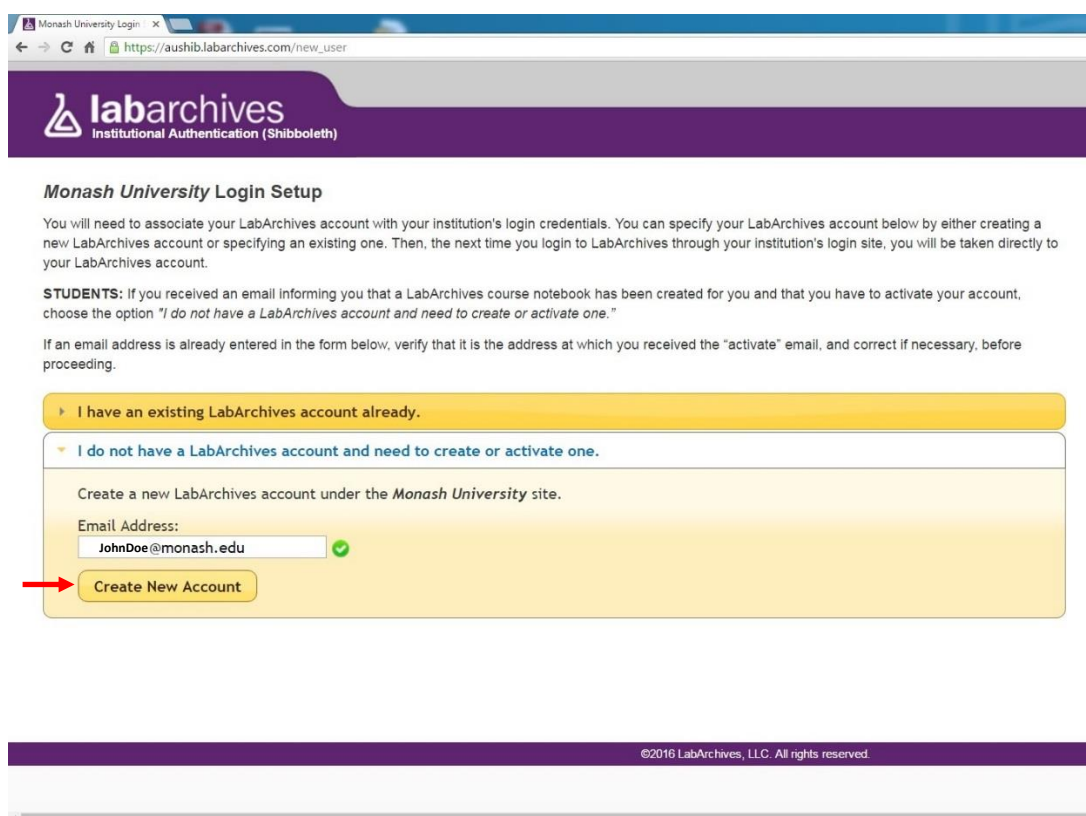
6. Tick **I accept the terms of use** and click **Confirm**.



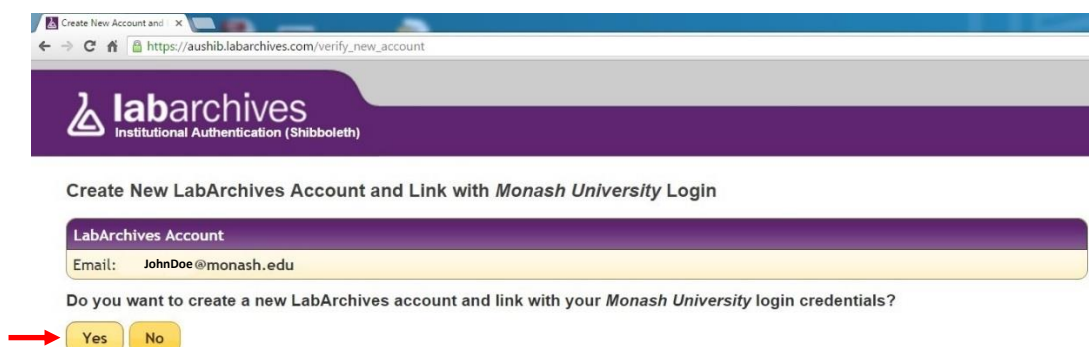
7. Review your details and click **Accept**.



8. You will be re-directed to the LabArchives Monash University login set-up page. Click on **I do not have a LabArchives account and need to create or activate one**. Click **Create New Account**.



9. Select **Yes**.



10. You have now completed the steps and created your new LabArchives account. You will be re-directed to the page below and should receive a confirmation email from LabArchives.

The screenshot displays the LabArchives user interface. On the left is the 'Notebook Navigator' sidebar with a tree view of folders including 'Inbox (1)', 'Niki Macri', 'Protocols', 'SOPs', 'MSDS', 'Templates', 'Experimental Data', 'Ideas', 'Lab Meeting Notes', 'Paper Outlines', 'Manuscripts', 'Published data', 'Grants', 'Presentation', 'References', 'Project 1', 'Add new item...', and 'Deleted items'. The main content area features a purple header 'Update your LabArchives Account Information' above a form with the following fields: 'First Name' (John), 'Last Name' (Doe), 'Email' (JohnDoe@monash.edu), and 'Confirm Email' (JohnDoe@monash.edu). Each field has a green checkmark to its right. A yellow 'Update' button is positioned below the form. The browser's address bar shows 'https://au-mynotebook.labarchives.com/user\_edit' and the user's name 'John Doe' is visible in the top right corner. A footer at the bottom center reads '©2016 LabArchives, LLC. All rights reserved.'