

Migrating from Labstep Free Academic account to University of Edinburgh Labstep Pro account

Your free academic Labstep account can be easily upgraded to a University of Edinburgh Labstep pro account. To see an overview of the benefits of the pro account, see the document *Free academic tier Labstep versus University of Edinburgh Pro Labstep*.

To obtain a licence for the University of Edinburgh Labstep Pro organisation, please contact is.software.sales@ed.ac.uk

1. You will receive a link from the University of Edinburgh software services team via email. When you follow this link, you will be directed to the University of Edinburgh Microsoft 365 SSO portal. Sign in to the portal using your standard University of Edinburgh login credentials.
2. NB as soon as you sign in via the University of Edinburgh SSO portal, your Labstep account, workspaces and the data in them, will be automatically migrated into the University of Edinburgh organisation.
3. Within the University of Edinburgh organisation, each academic group has one workspace. Once you have signed in via the SSO portal, software services will add you to your group's workspace. The owner of the workspace from your academic group can also add you to the workspace.
4. If you have brought workspaces with you when your account migrated, the data in these will need to be transferred to your academic group's workspace. Your original workspace(s) will then be archived in the University of Edinburgh organisation.

For guidance on how to transfer data between workspaces in Labstep, see this guide: <https://help.labstep.com/en/articles/5491788-how-do-i-transfer-ownership-of-specific-content>. If you have large amounts of data which you would like help to transfer this, please get in touch with Labstep.

For any questions about licences and Labstep at the University of Edinburgh, please contact is.software.sales@ed.ac.uk

For any questions directly relating to Labstep or transferring data, please contact Charlotte Ward at STARLIMS: charlotte.ward@starlims.com