How to create your idHAL?

https://doc.archives-ouvertes.fr/compte-et-profil/

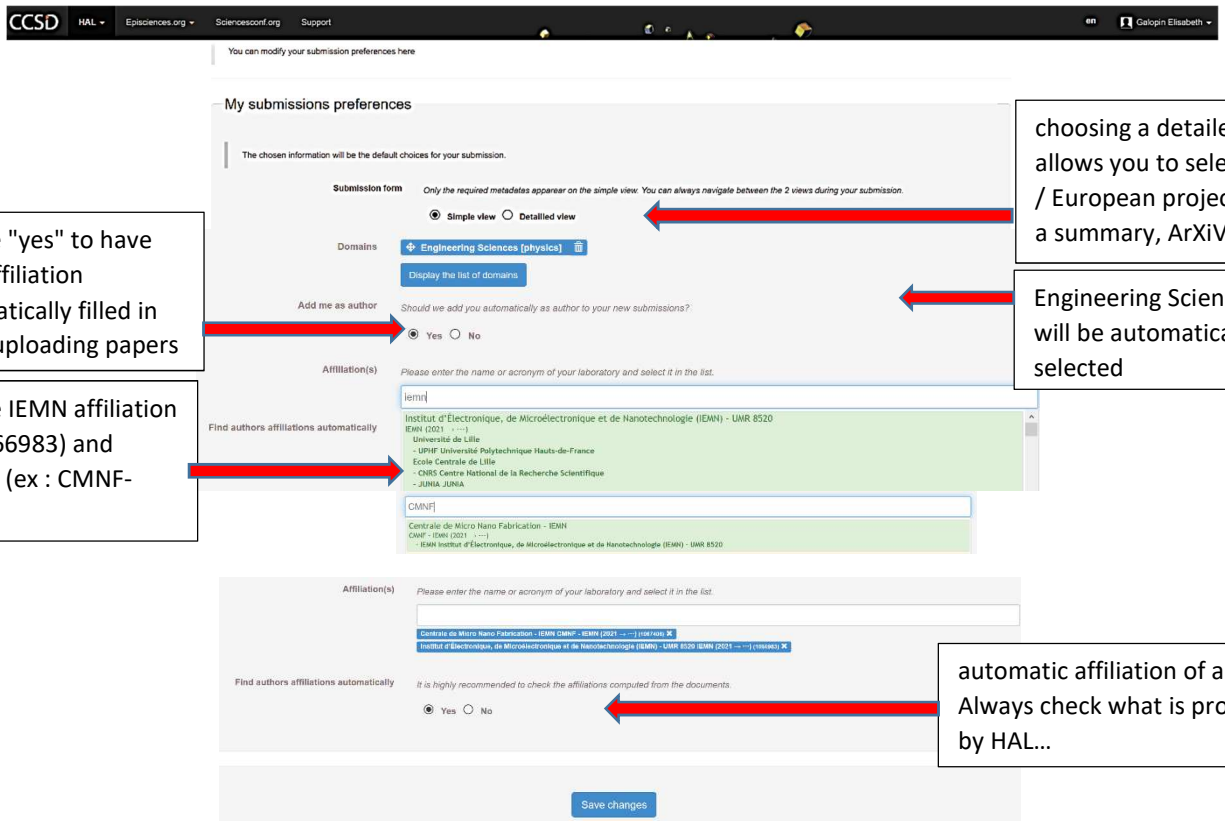
« I already have an account on HAL! Why do I need an IdHAL? »
The HAL account is used to connect to the platform and to make submissions using a login and a password.
The IdHAL is a unique author identifier, different from the login. It allows to link a production to a single author profile.

Log in to your HAL account on https://hal.archives-ouvertes.fr/ or apply for access on the login page.

In case of a first sign in, you will be asked to set your submission preferences. If you have already set up your account, go to step 3 : your idHAL creation.

1. **<u>Submission preferences</u>**

In My Space/My Profile tab, select submission preferences and make your choices.



choose "yes" to have your affiliation automatically filled in when uploading papers

Choose IEMN affiliation (id: 1066983) and groupe (ex : CMNF-IEMN)

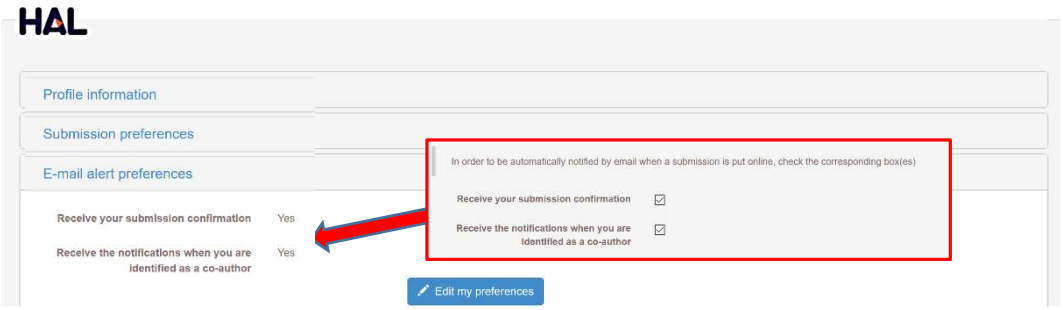
choosing a detailed view allows you to select ANR / European projects, add a summary, ArXiV id,...

Engineering Sciences will be automatically selected

automatic affiliation of authors. Always check what is proposed by HAL…

Save your submission preferences.

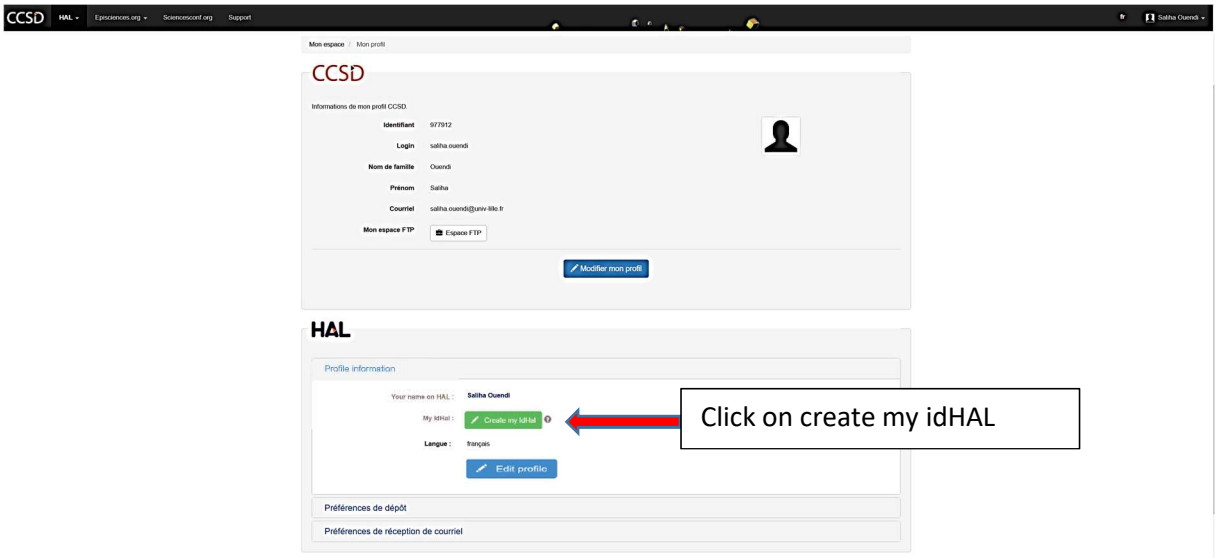
2. Email alert preferences



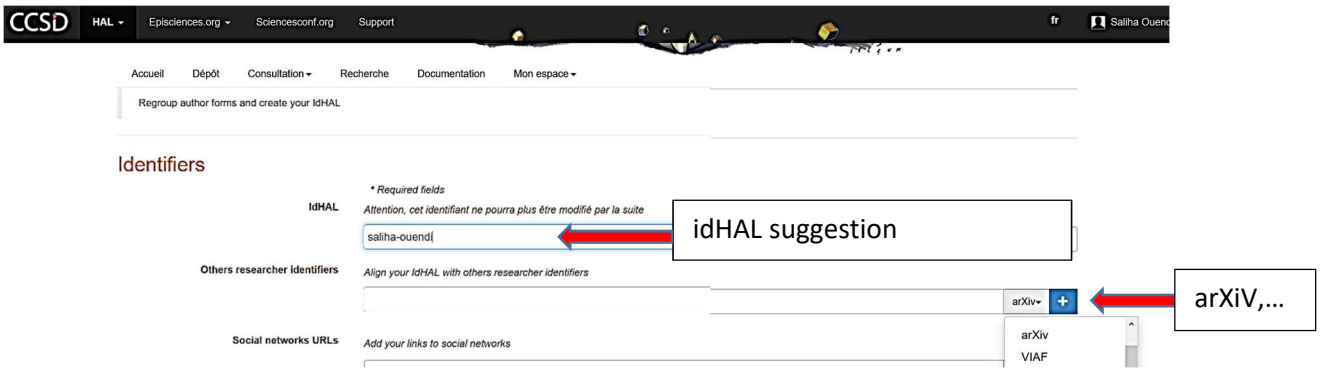
Check the box "receive notifications when you are identified as an author": you will be notified by emails allowing you to confirm that you are indeed a co-author of the work: the submission is then listed in your profile and you will be able to modify/complete it.

3. idHAL creation :

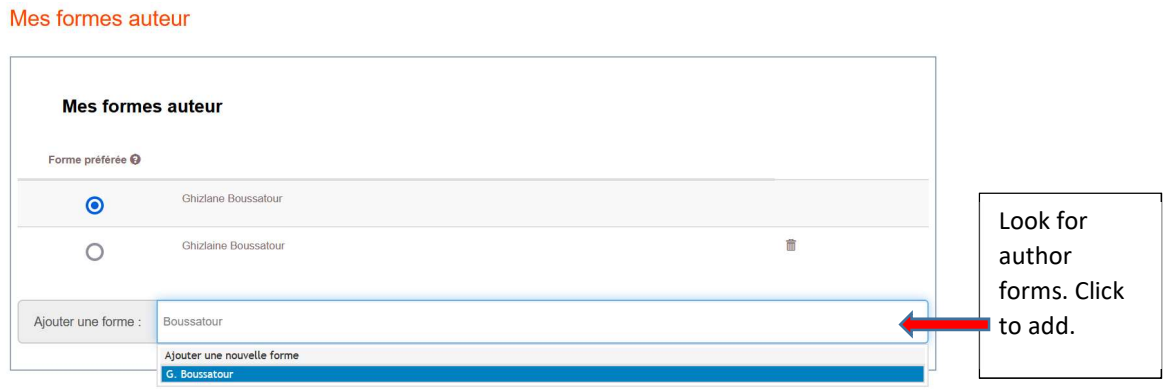
In the tab My profile/ profile information



Choose the desired string of characters for your idHAL (HAL usually proposes ‘first name-name’). You may want to indicate other possible author identifiers (arXiV, idRef,...). To connect your ORCID to your HAL profile. Be sure to have your orcid.org login information

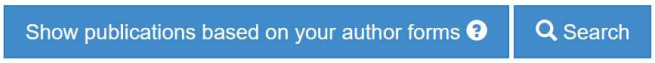


Then, connect existing author forms to your idHAL. Indicate a first variant (ex: first name and name) in the search area:

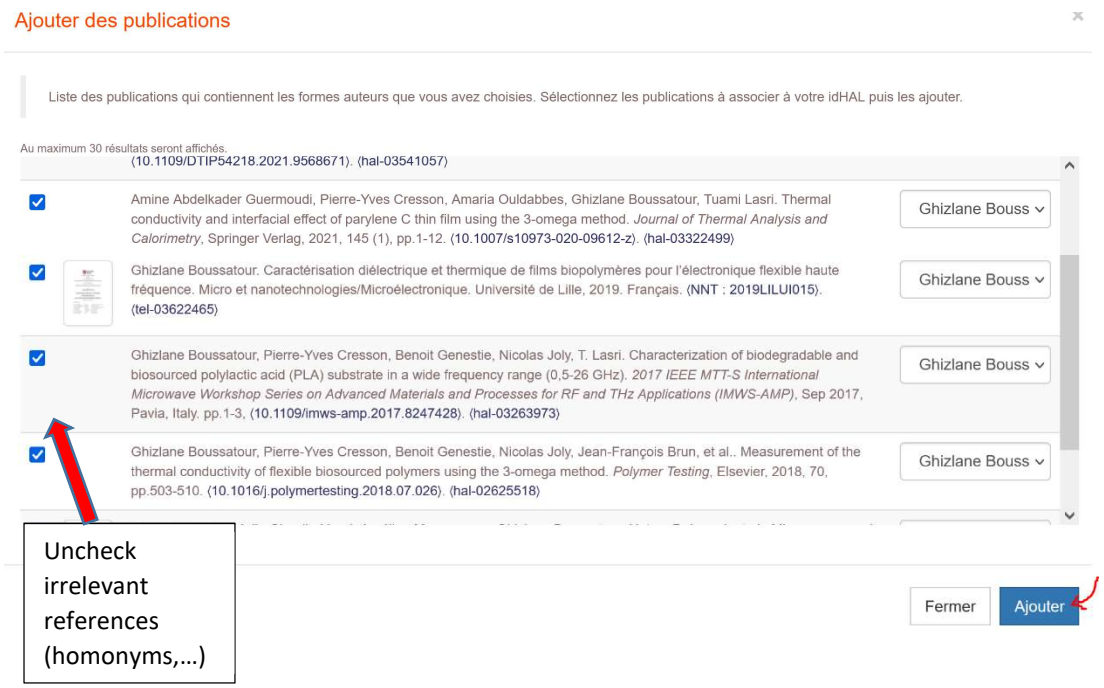


Reproduce the operation with different forms, trying only last name to cast a wide net, or trying possible variants of your name (initial, initial + dot, compound names, marital name, possible misspellings used by the co-authors, etc.).

Click on « Show publications based on your author forms »



Check the relevance of the associated documents



Add and save.

Save when you are sure you have scanned all author forms. Choose the default form to display.

Last confirmation : green publications are attached to profile and red ones are rejected

End of idHAL creation