

# 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 publications to a single author profile.

Make sure to have your other identifiers (ArXiv, ResearcherId, IdRef, Google Scholar, ORCID...)

If you don't have an ORCID identifier yet, please create one on [orcid.org](http://orcid.org)

## Step 1 : Create your account on HAL

Go to the sign-in page on HAL website: <https://authentification-cas.archives-ouvertes.fr/login>

Click on « create an account » and fill in the sign in form and provide the required information.

Confirm your e-mail address, to receive an authentication e-mail

The screenshot shows a web form for account creation with the following fields and labels:

- Login \***: A text input field with a red border and a help icon. Below it, a small error message reads: "Value is required and can't be empty" is less than 3 characters longA record matching "" was found".
- Family name \***: A text input field with a red border. Below it, a small error message reads: "Value is required and can't be empty".
- Given name \***: A text input field with a red border. Below it, a small error message reads: "Value is required and can't be empty".
- Adresse mail \***: A text input field with a red border. Below it, a small error message reads: "Value is required and can't be empty".
- Password \***: A text input field with a red border, an eye icon for visibility, and a help icon. Below it, a small error message reads: "Value is required and can't be empty".

## Step 2 : votre profil HAL

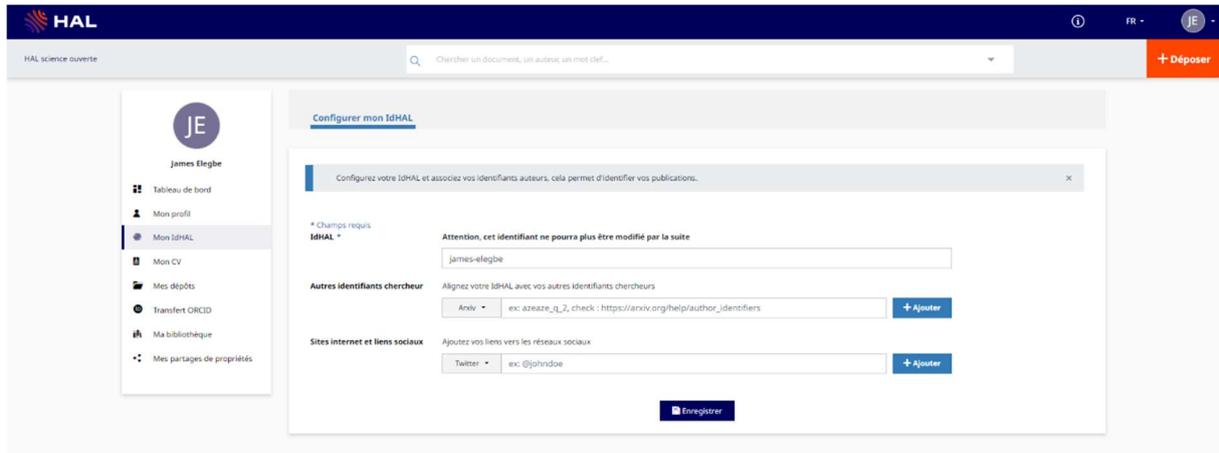
- Connect to your HAL account by clicking on "Sign-in" at the top of the HAL homepage.

The screenshot shows the HAL homepage dashboard with the following elements:

- Header**: HAL logo, "Administer in HAL" settings, language selector (EN), and user profile icon.
- Navigation Menu**: Dashboard, My profile, My idHAL, My CV, My deposits, ORCID transfer, My library, My shared ownerships, and Log out.
- Main Content**: A large banner with the HAL logo, "open science" tagline, and the slogan "Open and share the knowledge". A prominent orange "+ Upload" button is centered.
- Footer**: Four columns of text describing HAL's features:
  - An international scope**: Your publications are easy to find, well referenced by search engines and interconnected with other services (ORCID, preprint servers).
  - A common good for research**: The largest research organizations and the majority of French universities have chosen and support HAL, a public, sustainable and responsible infrastructure.
  - A large collaborative community**: From the researchers to the specialists of the scientific information, HAL federates multiple skills to support the opening of the publications.
  - An archive, some services**: HAL guarantees the long-term preservation of your publications. A set of services (CV, institutional portals, collections, documentary watch, APIs, identifiers) contribute to their valorisation.

- On your dashboard, click on "My idHAL". Follow the instructions to fill the basic information of your profile.

### Step 3 : Configure my idHAL



- Choose the desired character string for the idHAL (preferred : **firstname-lastname**).

You can also enter other researcher identifiers and social network such as your : Arxiv, ResearcherId, IdRef, VIAF, ISNI, Email, Google Scholar, twitter, linkedIn, peronnal website,...

- « Save »

### Step 4 : Add your ORCID

- Retrieve your ORCID by logging on to the site



### Step 5 : My Forms

-How does your author's name appear in your publications?

You can link author forms visible on HAL to your idHAL by typing the forms (ex: family name) in the search bar:



Repeat the operation with different spellings. To get a wide range, type only your family name.

What are the other names you might be known by?  
Only not used forms can be deleted

Preferred form  Actions

James Elegbe

Add a name :

Elegbe

A.O.Charles Elegbede

Bio a R Elegbede

Charles A.O. Elegbede

Charles A.O. Elegbede

C. F. C. F. Elegbede

J Elegbe

J. Elegbe

Sika Gbegbelegbe

Boni Armand Elegbe

- Once the other form's are added, you can choose the default form to display :

Configure my IdHal My names My publications

What are the other names you might be known by?  
Only not used forms can be deleted

Preferred form  Actions

James Elegbe

J Elegbe

J. Elegbe

Add a name :

Jean Dupont



-« Save »

## Step 6 : My publications

-Click on "see the publications based on your author's names".

Configure my IdHal My names My publications

Associate your publications to your idHAL

No associated publication

Show publications based on your authors' names   Search



-Check the different relevant documents, and uncheck the references that are not yours (homonyms...)

### Ajouter des publications

Liste des publications qui contiennent les formes auteurs que vous avez choisies. Sélectionnez les publications à associer à votre idHAL puis les ajouter.

<input type="checkbox"/>	Christophe Boyaval, Yves Deblock, J. Elegbe, Saliha Ouendi, Pascal Tilmant, et al.. Tests sur la HSQ en poudre de EMResist. <i>Rencontres 2023 Renatech Litho. Gravure</i> , Jan 2023, Villeneuve d'Ascq, France. (hal-04085065)
<input type="checkbox"/>	Christophe Boyaval, Yves Deblock, James Elegbe, Saliha Ouendi, Pascal Tilmant, et al.. Tests sur la HSQ en poudre de EMResist. <i>Rencontres 2023 Renatech Litho. Gravure</i> , Jan 2023, Villeneuve d'Ascq, France. (hal-03994064)
<input type="checkbox"/>	Christophe Boyaval, Yves Deblock, James Elegbe, Saliha Ouendi, Pascal Tilmant, et al.. Tests sur la Medusa de AllResist. <i>Rencontres 2023 Renatech Litho. Gravure</i> , Jan 2023, Villeneuve d'Ascq, France. (hal-03994057)

Fermer **Ajouter**

### Ajouter des publications

Liste des publications qui contiennent les formes auteurs que vous avez choisies. Sélectionnez les publications à associer à votre idHAL puis les ajouter.

<input type="checkbox"/>	Christophe Boyaval, Yves Deblock, J. Elegbe, Saliha Ouendi, Pascal Tilmant, et al.. Tests sur la HSQ en poudre de EMResist. <i>Rencontres 2023 Renatech Litho. Gravure</i> , Jan 2023, Villeneuve d'Ascq, France. (hal-04085065)	J Elegbe
<input checked="" type="checkbox"/>	Christophe Boyaval, Yves Deblock, James Elegbe, Saliha Ouendi, Pascal Tilmant, et al.. Tests sur la HSQ en poudre de EMResist. <i>Rencontres 2023 Renatech Litho. Gravure</i> , Jan 2023, Villeneuve d'Ascq, France. (hal-03994064)	James Elegb
<input type="checkbox"/>	Christophe Boyaval, Yves Deblock, James Elegbe, Saliha Ouendi, Pascal Tilmant, et al.. Tests sur la Medusa de AllResist. <i>Rencontres 2023 Renatech Litho. Gravure</i> , Jan 2023, Villeneuve d'Ascq, France. (hal-03994057)	

Fermer **Ajouter**

-Click on Add : publications will be imported

## Step 7 : Confirm the Updtae of the publications associated to your profile

Confirm update of the publications associated to your profile

Added documents  Removed documents

J Elegbe	Christophe Boyaval, Yves Deblock, J. Elegbe, Saliha Ouendi, Pascal Tilmant, et al.. Tests sur la HSQ en poudre de EMResist. <i>Rencontres 2023 Renatech Litho. Gravure</i> , Jan 2023, Villeneuve d'Ascq, France. (hal-04085065)
James Elegbe	Christophe Boyaval, Yves Deblock, James Elegbe, Saliha Ouendi, Pascal Tilmant, et al.. Tests sur la Medusa de AllResist. <i>Rencontres 2023 Renatech Litho. Gravure</i> , Jan 2023, Villeneuve d'Ascq, France. (hal-03994057)

Close **Confirm**

- « Confirm »

Associate your publications to your idHAL x

[Show publications based on your authors' names ?](#)

All

James Elegbe	Christophe Boyaval, Yves Deblock, James Elegbe, Saliha Ouendi, Pascal Tilmant, et al.. Tests sur la HSQ en poudre de EMResist. <i>Rencontres 2023 Renatech Litho. Gravure</i> , Jan 2023, Villeneuve d'Ascq, France. (hal-03994064)
J Elegbe	Christophe Boyaval, Yves Deblock, J. Elegbe, Saliha Ouendi, Pascal Tilmant, et al.. Tests sur la HSQ en poudre de EMResist. <i>Rencontres 2023 Renatech Litho. Gravure</i> , Jan 2023, Villeneuve d'Ascq, France. (hal-04085065)

[Save](#)

-« Save »

## Étape 8 : Add Affiliations

- click on my profile

The image shows two parts of the user interface. On the left is a profile menu for James Elegbe with options: Dashboard, My profile (highlighted with an arrow), My IdHAL, My CV, My deposits, ORCID transfer, My library, and My shared ownerships. On the right is the 'Configure my IdHal' page, which has a section for 'IdHAL \*' with a required field label and an 'Identifiant ORCID' field.

The image shows the 'My informations' page. It has two main sections: 'My informations' and 'Mes identifiants'. The 'My informations' section contains fields for Family name (Elegbe), Given name (James), Salutation, Login (James-Elegbe), E-mail (bchraiou15@gmail.com), and Photo (JE). Below it is 'My FTP space' which is empty. The 'Mes identifiants' section shows Idhal (james-elegbe) and Email (bchraiou15@gmail.com). Below that is the 'My affiliations' section with an empty input field and an 'Add' button, which is pointed to by an arrow.

- In the search bar, select your affiliations

-Select **IEMN** (id: 1066983) and **research group**. (Ex for this user: CMNF – IEMN)

## Step 8 : My preferences

**My preferences**

— General preferences

Field by default

Preferred language French ▼

— Submission preferences

Automatically add me as author at each new submission No  Yes

Automatically affiliate the authors at each new submission No  Yes

Use my field by default at each new submission No  Yes

My licence by default ----- ▼

— Mail preferences

Receive a confirmation mail for each submission No  Yes

Receive a mail when identified as co-author No  Yes

-Choose your disciplines

-Choose «yes» to have your affiliations automatically filled in

— Submission preferences

Automatically add me as author at each new submission No  Yes

Automatically affiliate the authors at each new submission No  Yes

Use my field by default at each new submission No  Yes

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Sciences de l'ingénieur (physics)  
Statistiques (stat)  
Économie et finance quantitative (q-fin)

-Choose «yes» pour Utiliser par défaut ma discipline dans un nouveau dépôt

Use my field by default at each new submission No  Yes

My licence by default ----- ▼

— Mail preferences

Receive a confirmation mail for each submission No  Yes

Receive a mail when identified as co-author No  Yes

- Leave the field "My license by default " blank

- Chosse «yes» to "Receive a confirmation mail for each submission" and "Receive a mail when identified as a co-author".

## Step 9 : Congratulations your idHAL is created