

The OpenAIRE validator helps you register your repository/journal in OpenAIRE and validate it against the OpenAIRE guidelines. Before using the validator, please make sure that your repository/journal includes all of the following:

1. A set named `ec_fundedresources`
2. At least one record inside this set

If needed, please contact your repository's administrator to create and populate this set. You must also make sure that you know your repository's Base URL. Again, if you are not sure, please ask the administrator.

Finally, please make sure that your repository is registered in OpenDOAR (<http://www.opendoar.org/>). If you intend to register a journal, this restriction does not apply.

Now you are ready to use the OpenAIRE validator. If you already have an account created at the main OpenAIRE portal (www.openaire.eu) , you can use it to login, otherwise register for a new account and follow the instructions to activate it. This account can then be used to login in the OpenAIRE portal as well.

Before registering your repository/journal, you must make sure that it conforms to the OpenAIRE guidelines. To check your repository's/journal's compliance to these guidelines, choose Validate > Start Validation, fill in your repository's Base URL and click Next to proceed. On the next form, you need to determine an upper limit on the number of records that will be validated (input a big number to have all the records validated) and also, choose the `ec_fundedresources` set from the dropdown list named Sets. You don't need to change anything else. Click next and wait a short time for the validations to finish, or come back when you receive an email notifying you of their completion. When the validations you have submitted have finished, you can browse them and see any errors that occurred. For your convenience, links are provided pointing to the problematic records.

When you are sure that your repository/journal validates successfully, you can proceed with registering it. From the menu, choose Register in OpenAIRE and then Add New Repository or Add New Journal. If you are registering a repository, please use the search box to locate it in the list that appears and click on the Select link next to its name. The remaining steps are the same for both journals and repositories.

In the next screen, you will be presented with a registration form. Please take care to complete them correctly, especially if you are registering a journal. You can hover over each field to get useful tips. When you are ready, click on Register and carefully read the instructions that appear on the next screen.

After your registration request, a validation will begin. Note that this validation must be successful to continue with the registration, otherwise your request will be turned down and you will have to try again. If the validation succeeds, you will receive an email informing you that you have to wait for the approval of your repository's/journal's administrator. More specifically, upon successful validation an email is sent to the administrator containing an

activation link. When this link is clicked, your repository/journal will be added in the list of OpenAIRE compliant repositories!

For further assistance, please check the FAQ (<http://www.openaire.eu/support/faq/repman>). You can also contact us through the OpenAIRE Helpdesk (<http://www.openaire.eu/en/support/helpdesk>).