

This is the user's guide to the Academy of Finland's online services. In order to use the online services, you must first sign up.

Good to know before you start

Supported web browsers and versions: Supported web browsers and their versions are Internet Explorer (IE) 9, Firefox (FF) 45 or newer and Safari 9 or newer. We recommend that you use versions supported by your browser. Web browsers other than those listed above, including Chrome, are not supported.

Supported file formats for appendices: Appendices to the application and other appendices, e.g. CV files, must be submitted in pdf form. Please note that appendices in pdf format must not be encrypted or otherwise protected, as it would mean that the Academy's system is unable to process the application and that applicants would need to resubmit the appendices.

File size: Individual files may not exceed 50 MB.

Decimal points: Use decimal points as decimal marks, not commas.

Time limit on idle connection: Save your data frequently: the connection will close after 60 minutes of inactivity. After this you must log in again and re-enter any unsaved data.

Logout: Remember to log out of the system when you finish your session. You will also have to log out if the connection closes due to inactivity. If you have more than one session open simultaneously in the same web browser, you will have to close the browser as you log out.

We recommend working on one application at a time in one browser.

How to sign up

How to sign up as a new user

A representative of a Finnish university that belongs to the HAKA Federation can log in to the online services using a HAKA login, i.e. the user ID and password of the person's own university.

Those who are not HAKA users should register using the link (New user) *Sign up*.

ACADEMY OF FINLAND
RESEARCH FUNDING AND EXPERTISE





Information

Supported web browsers
Internet Explorer (IE) 8-11
Firefox (FF) 17 or newer
Safari 7

Forgotten your Academy password?
[Request new password](#)
(not for Haka users)

New user
[Sign up](#)
(not for Haka users)

For Haka users
Haka users can also log in using their email address and registered password (Log in to the online services). At sign-up, new Haka users must set a password for this purpose. Users who have already signed up or logged in with their Haka ID must also enter their password when updating their own details in the online services.

[Academy website](#)
[More about login and sign-up](#)
[Questions and feedback](#)

Log in to the online services

Log in with the user ID of your Academy of Finland account:

Email:

Password:

Log in with the user ID of your institution in Finland

[Windows tunnustus](#)

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When you sign up to the online services, you will be required to fill in the tabs *Basic data*, *Expertise*, and *CV*. Fields marked with an asterisk are required information. Data on each page is saved separately using the button *Save* at the bottom of the page.

Basic data consists of information about the applicant and the applicant's organisation. Here, the system will auto-complete the name, personal identity number and organisation of HAKA users.

- Personal identity number is required information for Finnish citizens.
- If the alternatives for *Organisation* do not include your organisation, select *Other* at the end of the list and enter the name of your organisation in the field below the list.



Sign up to use the Academy of Finland's online services

Basic data	Expertise	CV
Personal data		
Person number		
Surname*	<input type="text"/>	
First name*	<input type="text"/>	
Sex*	<input type="radio"/> Male <input type="radio"/> Female	
Nationality *	<input type="text"/>	
Personal identity code (* when nationality = Finland)	<input type="text"/> <small>Register description</small>	
Date of birth*	<input type="text"/> <small>(dd.mm.yyyy)</small>	
Preferred language*	English <input type="text"/>	
Present position*	<input type="text"/>	
Present position in English*	<input type="text"/>	
Mobile phone*	<input type="text"/>	
Telephone, other	<input type="text"/>	
Organisation details		
Organisation*	<input type="text"/>	
Organisation, other	<input type="text"/>	
Department	<input type="text"/>	
Address of organisation		
	<input type="text"/>	
	<input type="text"/>	
Postal address*	<input type="text"/>	
	<input type="text"/>	
Postcode and post office*	<input type="text"/>	
Country *	<input type="text"/>	

User who are not HAKA users will also be required to give an email address that doubles as the user ID for the online services and a password of at least 8 characters.

Username and password

Your email address will be used as your username. If you forget your password, the password notification message will be sent to this email address.

Email	<input type="text"/>
Re-enter email address	<input type="text"/>
Password	<input type="text"/>
Retype password	<input type="text"/>
Decision notification only sent online*	<input checked="" type="checkbox"/> Set:
The Academy of Finland may publish details on my grant(s) on the Academy website.*	<input checked="" type="checkbox"/> Asetettu:

On the tab *Expertise*, indicate your expertise by selecting the relevant field of research and entering keywords. Enter the keywords in the field indicated.

Sign up to use the Academy of Finland's online services

Basic data Expertise CV

, ()

Expertise

Fields of research

Architecture		-
		-

Add row

Keywords

yhdyskuntasuunnittelu, |

977 characters left

Cancel Save

Upload a file with your CV in pdf format by clicking the *Attach CV* button on the *CV* tab. If you later replace the CV file with a new file, you must give it a different name from the previous CV file.

Enter data on degrees, docentships (adjunct professorships) and professorships by clicking the *Add row* button.

Sign up to use the Academy of Finland's online services

Basic data Expertise CV

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Free-form CV as appendix

Upload the correct file from your own computer and click on "Attach CV". Supported file formats include Microsoft Word (.doc or .docx), Rich Text Format (.rtf) and Adobe PDF (.pdf).

Attach CV

Degrees

Awarding institution	Degree	Field	Date of degree	Additional information
Aalto University	Doctor			

Add row

Docentships (Adjunct professorships)

Awarding institution	Field	Date of degree	Additional information

Add row

Professorships

Awarding institution	Field	Start date	End date	Additional information

Add row

Cancel Save

How to log in if you are a registered user

Registered users log in to the online services either by using the Finnish universities' HAKA login or by using the user ID and password of their Academy of Finland account.

If the HAKA login is not working, users have the option of using a user ID and password. Use the link *Request new password* if you have forgotten your password.

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Password:

Log in with the user ID of your institution in Finland

[Windows tunnistus](#)

Blocked account

If you try repeatedly to log in using the wrong user ID and/or password, the account will be blocked for about 30 minutes.

If your email address (user ID) changes

If your email address changes, make sure you update the online services with the new information while your old address is still active, or contact the Academy's Helpdesk (Questions and feedback, <http://www.aka.fi/fi/akatemia/hallintovirasto/palaute/>).