

# How to sign up and log in

# 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.



# **Information**

#### Forgotten your Academy password?

Request new password (TestDB)

#### 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 signup, 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 with your account ID

Password:

Log in

Log in with the user ID of your institution in Finland

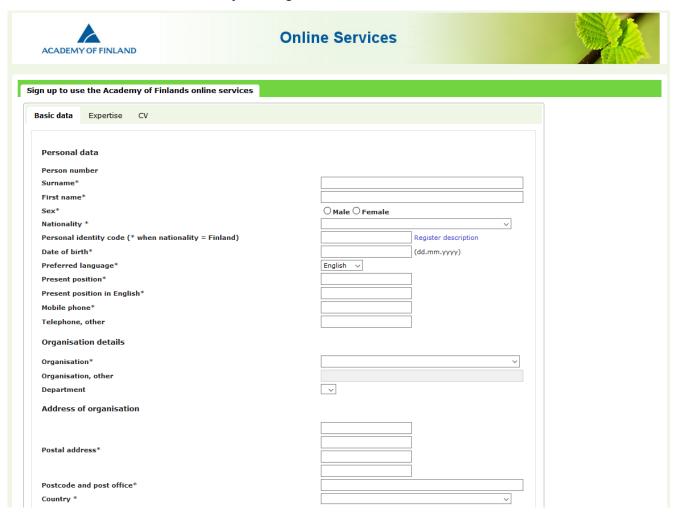




When you sign up to the online services, you will be required to fill in the tabs **Basic** data, **Expertise**, and **CV**. Fields marked with an asterisk are required information. Data on each page is saved separately using the button **Save** at the bottom of the page.

**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.





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 10 characters.



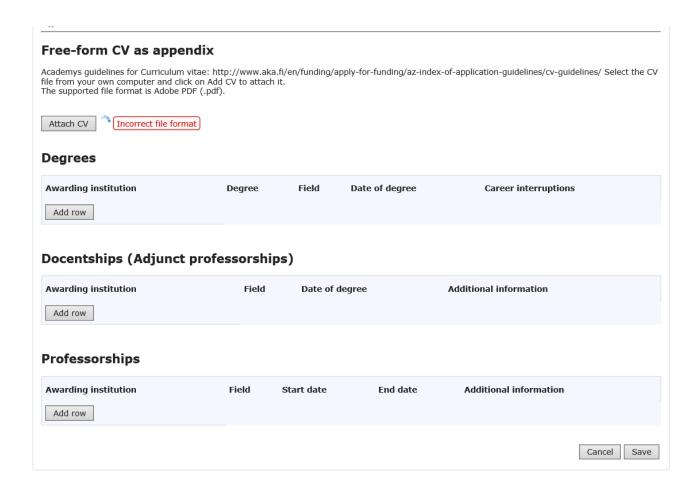
On the tab **Expertise**, indicate your expertise by selecting the relevant field of research and entering keywords. Enter the keywords in the field indicated.





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.





# 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 Research Council 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.



### **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 <u>Questions and feedback</u>