



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**.


Research Council of Finland

[EN](#) [FI](#) [SV](#)

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 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 with your account ID

Email:

Password:

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.



Online Services



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

Basic data
Expertise
CV

Personal data

Person number

Surname*

First name*

Sex* Male Female

Nationality *

Personal identity code (* when nationality = Finland) [Register description](#)

Date of birth* (dd.mm.yyyy)

Preferred language*

Present position*

Present position in English*

Mobile phone*

Telephone, other

Organisation details

Organisation*

Organisation, other

Department

Address of organisation

Postal address*

Postcode and post office*

Country *



Research Council of Finland

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.

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

Re-enter email address

Password

Retype password

Decision notification will be delivered* By email By mail

The Academy of Finland may publish details on my grant(s) on the Academy website.* Asetettu:

Any positive decisions I have received may be handed over to the Finnish Research Information Hub by the Ministry of Education and Culture and published in its web portal (see www.research.fi) Yes No

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

Keywords

Community planning

I hereby give permission for the Academy of Finland to publish my details (first name, surname, organisation) on the Academy's website after the funding decision has been made. Yes No



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.

Free-form CV as appendix

Academys guidelines for Curriculum vitae: <http://www.aka.fi/en/funding/apply-for-funding/az-index-of-application-guidelines/cv-guidelines/> Select the CV file from your own computer and click on Add CV to attach it. The supported file format is Adobe PDF (.pdf).

Incorrect file format

Degrees

Awarding institution	Degree	Field	Date of degree	Career interruptions
<input type="button" value="Add row"/>				

Docentships (Adjunct professorships)

Awarding institution	Field	Date of degree	Additional information
<input type="button" value="Add row"/>			

Professorships

Awarding institution	Field	Start date	End date	Additional information
<input type="button" value="Add row"/>				



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.

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Log in with your account ID

Email:

Password:

Log in with the user ID of your institution in Finland

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 [Questions and feedback](#)