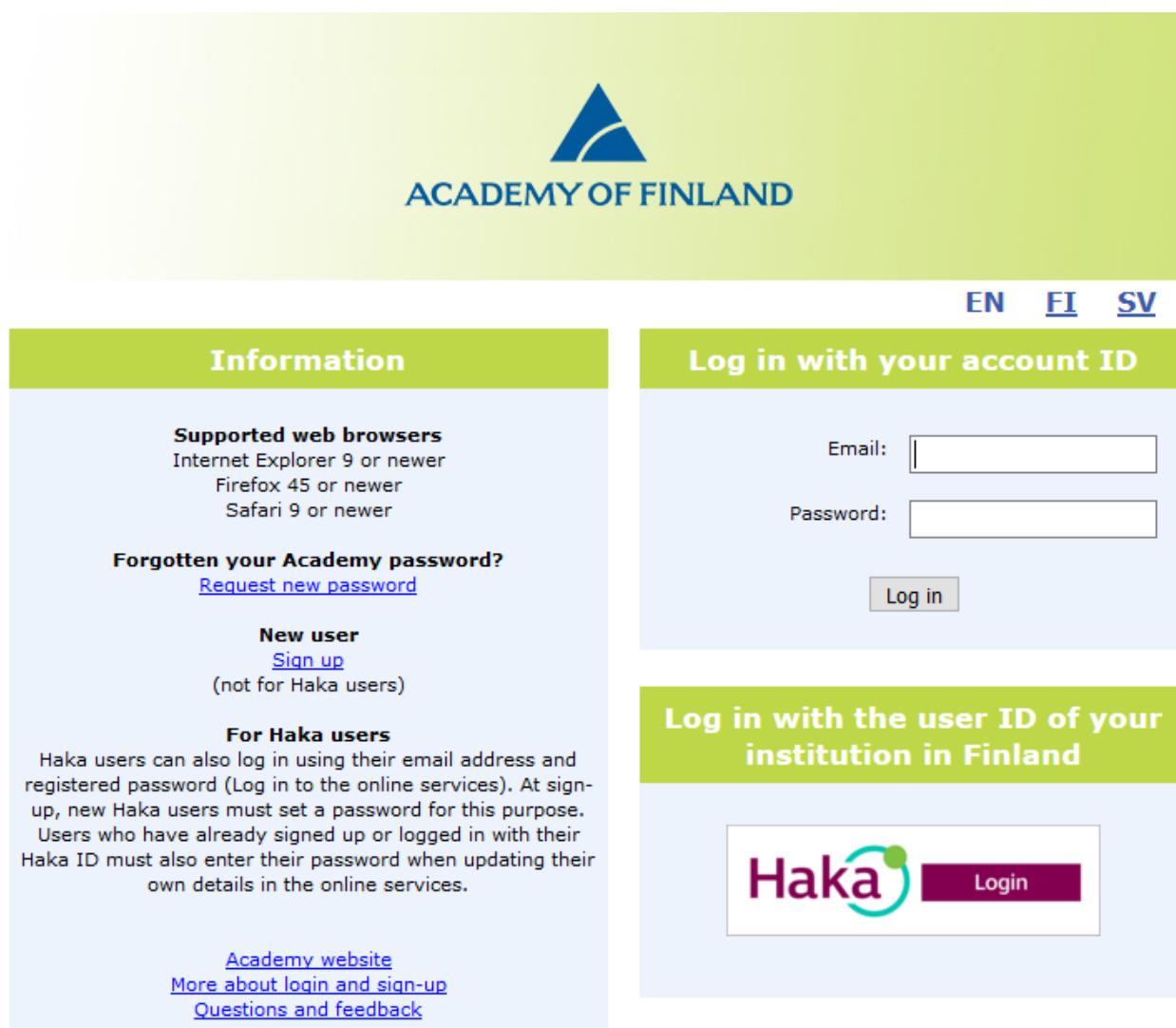


## How to sign up and log in

### 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**.



The screenshot shows the Academy of Finland website's login and sign-up interface. At the top, there is a green header with the Academy of Finland logo and the text "ACADEMY OF FINLAND". Below the header, there are three language options: "EN", "FI", and "SV". The main content is divided into two columns. The left column has a green header "Information" and contains the following text: "Supported web browsers" (Internet Explorer 9 or newer, Firefox 45 or newer, Safari 9 or newer), "Forgotten your Academy password?" (with a link "Request new password"), "New user" (with a link "Sign up" and a note "(not for Haka users)"), "For Haka users" (with a paragraph explaining login and sign-up procedures), and three links: "Academy website", "More about login and sign-up", and "Questions and feedback". The right column has a green header "Log in with your account ID" and contains a login form with "Email:" and "Password:" labels, input fields, and a "Log in" button. Below this, there is another green header "Log in with the user ID of your institution in Finland" and a "Haka Login" button.





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](http://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

Academy's 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).

Attach CV 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 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.

  
ACADEMY OF FINLAND

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

**Information**

**Supported web browsers**  
Internet Explorer 9 or newer  
Firefox 45 or newer  
Safari 9 or newer

**Forgotten your Academy password?**  
[Request new password](#)

**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**



## 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 \(Questions and feedback\)](#)