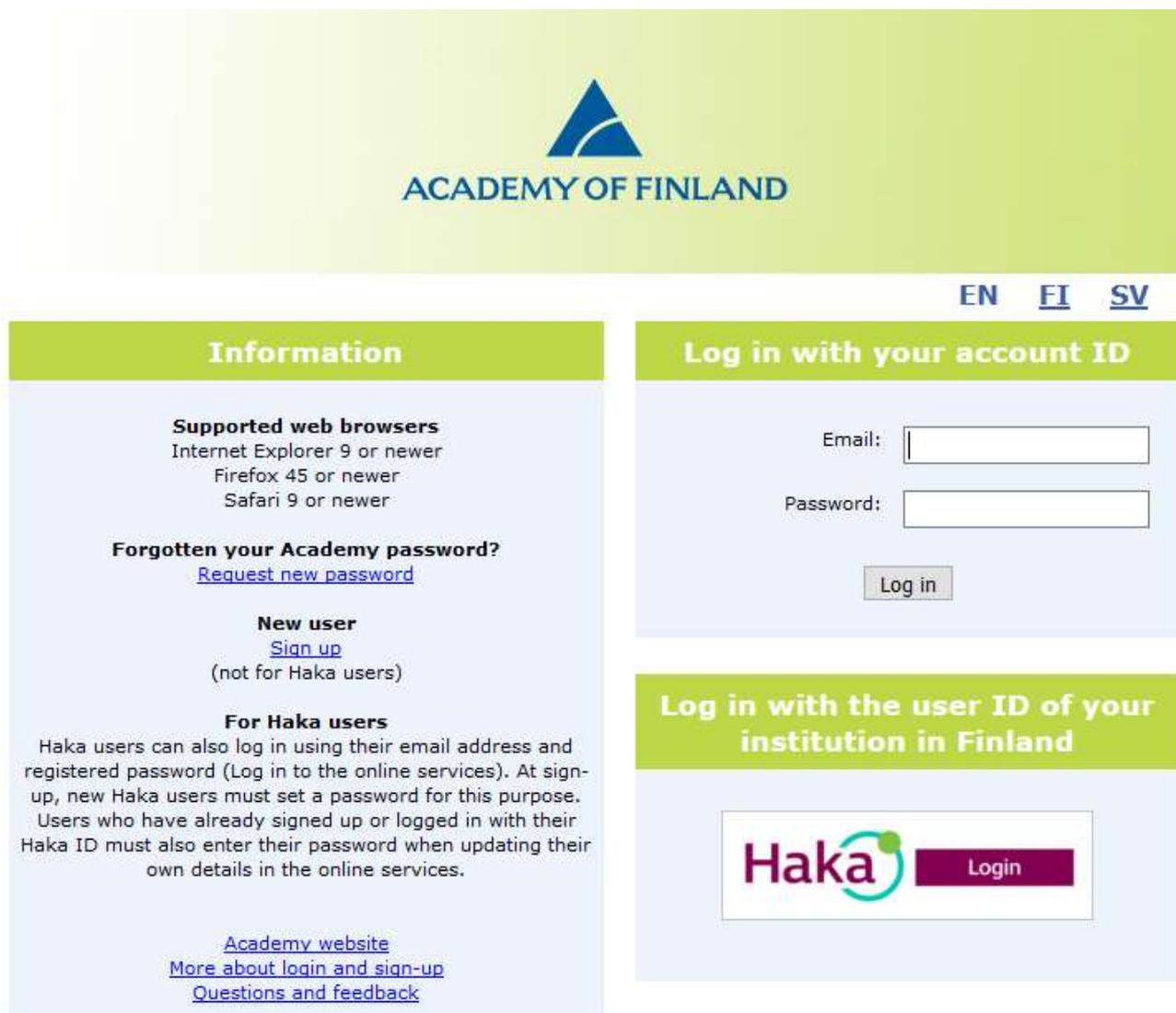


How to sign up and log in

1. 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 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 area 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" (not for Haka users), "For Haka users" (Haka users can also log in using their email address and registered password...), and links for "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 form with "Email:" and "Password:" labels, input fields, and a "Log in" button. Below this is another green header "Log in with the user ID of your institution in Finland" and a "Haka Login" button.

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 8 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.

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

Basic data | **Expertise** | CV

, ()

Expertise

Fields of research

Architecture -

Add row

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

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

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).

Attach CV Incorrect file format

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

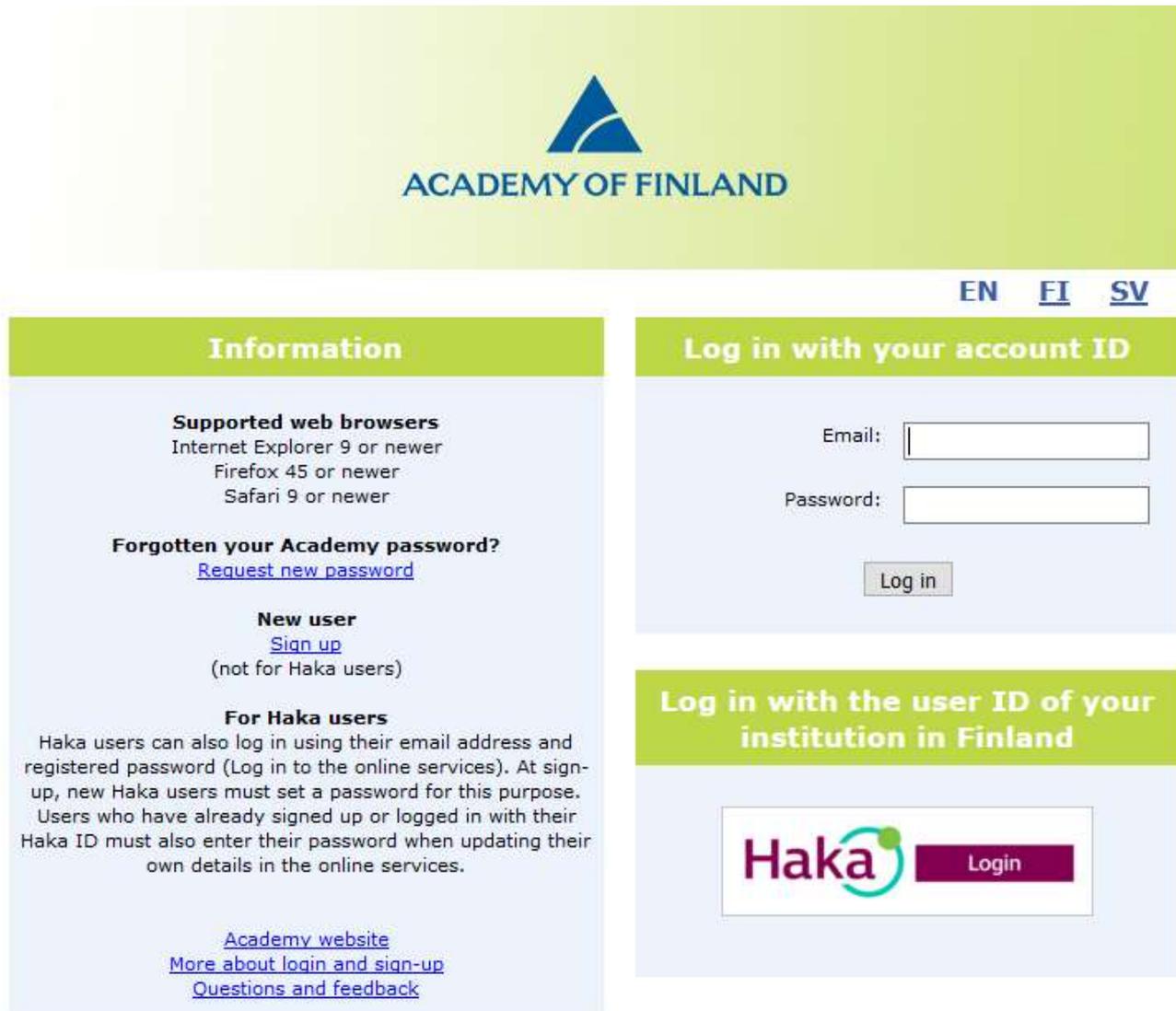
Add row

Cancel Save

2. 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.



The screenshot shows the Academy of Finland login interface. At the top, there is the Academy of Finland logo and name. Below it, there are language selection links for EN, FI, and SV. The page is divided into two main columns. The left column, titled 'Information', contains sections for 'Supported web browsers' (listing Internet Explorer 9 or newer, Firefox 45 or newer, and Safari 9 or newer), 'Forgotten your Academy password?' with a link to 'Request new password', 'New user' with a link to 'Sign up' (noting it is not for Haka users), and 'For Haka users' with instructions on logging in with email and password, and a note that Haka users must set a password at sign-up. At the bottom of this column are links for 'Academy website', 'More about login and sign-up', and 'Questions and feedback'. The right column has two login options. The top one is 'Log in with your account ID', featuring input fields for 'Email:' and 'Password:', and a 'Log in' button. The bottom one is 'Log in with the user ID of your institution in Finland', featuring the Haka logo and a 'Login' button.

3. 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.

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