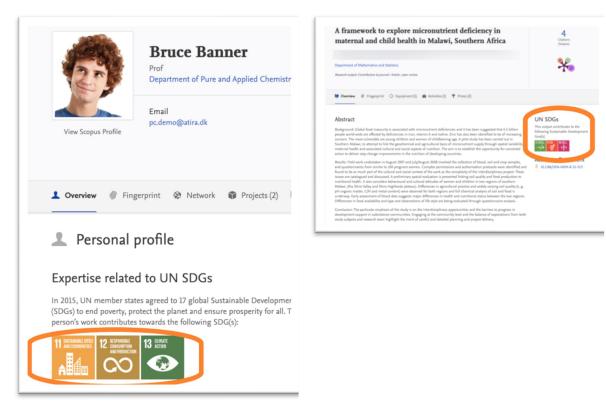
## How to add or remove SDG keywords from your profile and publications

UN Sustainable Development Goals keywords are automatically populated in ACRIS. They will be visible on your Research Portal profile page (<a href="https://research.aalto.fi/">https://research.aalto.fi/</a>) as well as on individual publication pages and project pages.

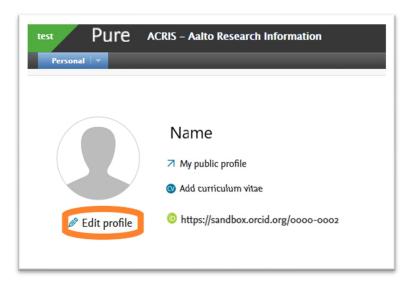


Personal users will be able to remove SDG tags they feel are not relevant or add tags they believe better reflect their research topics.

## How to do it:

## **Profiles**

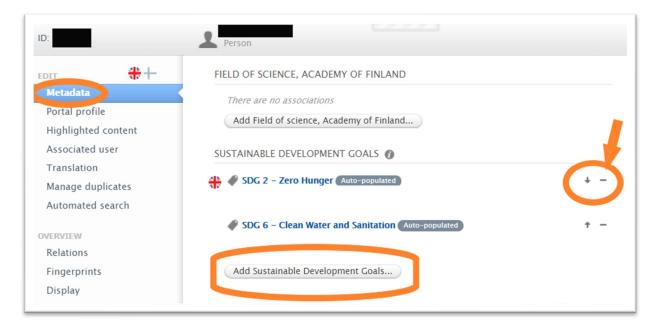
- 1. Go to <a href="https://acris.aalto.fi/">https://acris.aalto.fi/</a>. Log in with your Aalto identifiers if you are accessing from outside campus or without a VPN connection.
- 2. Select the **Edit profile** button on your Personal Overview screen.



**Note:** When updating fields, the **Create** button will apply your changes, but you must press the blue **Save** button to retain them. The **Save** button is always located at the bottom of the record window.

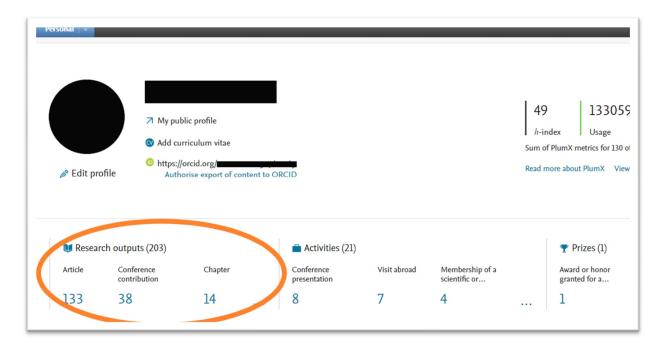


3. Click **Metadata** in the pop-up window and scroll down to **Keywords**. To remove a keyword, click the hyphen character. To add a keyword, click the **Add Sustainable Development Goals** button.



## Research outputs

- 1. Go to <a href="https://acris.aalto.fi/">https://acris.aalto.fi/</a>. Log in with your Aalto identifiers if you are accessing from outside campus or without a VPN connection.
- 2. Access your publications on your Personal Overview page.



4. Click **Metadata** in the pop-up window and scroll down to **Keywords**. To remove the keyword, click the hyphen character. To add a keyword, click the **Add Sustainable Development Goals** button.

