

Registering and Applying job @ Aalto University in Workday system

Updated August 2026

Open positions

Sign In

Email Address

Password

Sign In

Don't have an account yet? [Create Account](#)

[Forgot your password?](#)

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- **Creating & signing in with Apple, Google or email**
- **Job application form step by step**
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- **Deleting your candidate profile**

Creating a candidate account

Open positions - Workday

Interested?

Apply now!

Start Your Application

Open application for Aalto University

Autofill with Resume

Apply Manually

Use My Last Application

The screenshot shows a web browser window with the URL <https://aalto.wd3.myworkdayjobs.com/aalto/logi...>. The page header is yellow and contains the Aalto University logo, the text "Open positions", and a "Search for Jobs" button. The main content area is titled "Sign In" and includes fields for "Email Address" and "Password". Below these fields is a black "Sign In" button. Underneath the button, there is a link "Don't have an account yet? Create Account" where "Create Account" is highlighted with a red box. Below this is a link "Forgot your password?". At the bottom of the page, there are social media links for Facebook, YouTube, and LinkedIn, a "Privacy Policy" link, and a Workday logo. The footer contains the copyright notice "© 2025 Workday, Inc. All rights reserved."

Create account with Apple, Google or email

Open application for Aalto University

Create Account/Sign In My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 Voluntary Disclosures Review

Sign In

APPLE AND GOOGLE SIGN-IN
You can sign in to the service using **your Apple or Google account**. In this case, Apple or Google acts as the data controller for the processing of your username and password information. If you sign in with Google or Apple, password changes and password recovery are handled through Google or Apple. Review your service provider's privacy policy:

- [Google Privacy Policy](#)
- [Apple's Privacy Policy](#)

SIGNING IN WITH EMAIL
You can sign in to the service using **your email address**. In this case, Aalto University acts as the data controller. With your applicant account, you can update your information, manage your applications, and apply for new positions. When signing in with email, your email address is collected, and your user ID is stored in the system for 12 months from its creation (when you only create a user ID or a job alert).

WHEN YOU DECIDE TO APPLY FOR A POSITION
The processing of personal data related to recruitment is described in the recruitment privacy notice, which you can find when submitting your application through Aalto University's Workday system.

**NEW!!
10.3.2026-**

 Sign in with Apple

 Sign in with Google

OR

Sign in with email

Sign In

Email Address*

Password*

Sign In

Don't have an account yet? [Create Account](#)

[Forgot your password?](#)

Create Account

Password Requirements:

- A minimum of 8 characters
- An uppercase character
- An alphabetic character
- A special character
- A numeric character
- A lowercase character

Email Address

Password

Verify New Password

Please use your personal email address for the creation of the account. Please create a strong password with 8 characters.

Aalto University employees participating in the recruitment may process your application documents, including your personal data. [Read More](#)

☐ I approve that Aalto University may process my application.

Create Account

Already have an account? [Sign In](#)

[Forgot your password?](#)

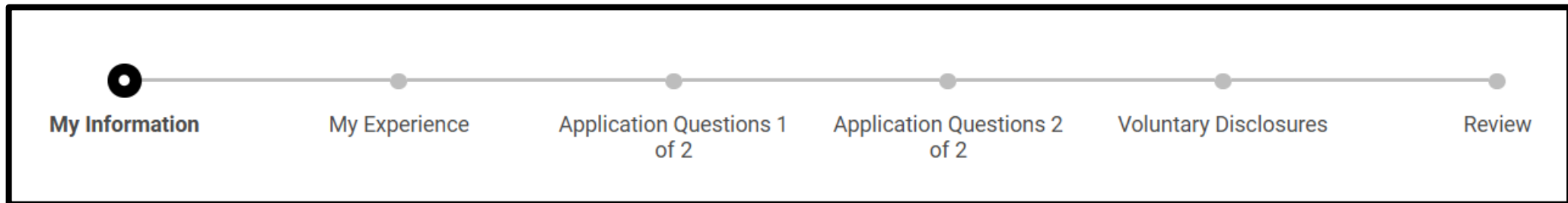
Job application form -overall

Always includes questions in categories:

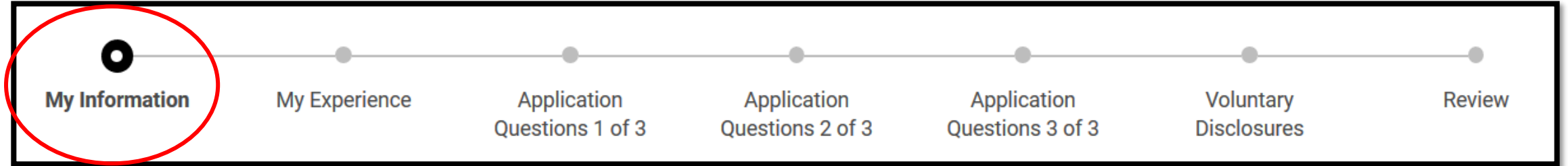
- ❖ **My Information**
- ❖ **Voluntary Disclosures**

Can include also:

- ❖ **My Experience**
- ❖ **Application Questions 1 – 3 pages**

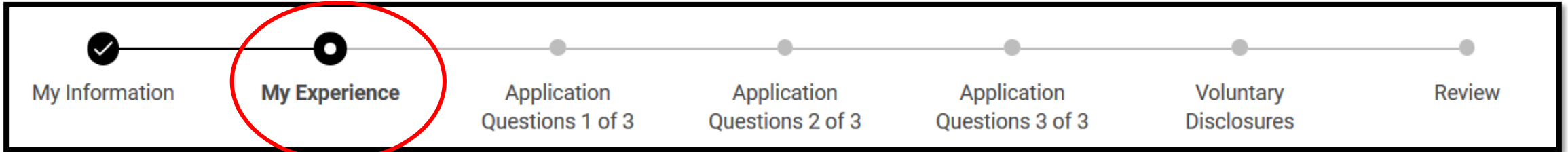


Job application form –My Information



- My Information:** *required
- ❖ How did you hear about us?*
 - ❖ Have you worked in Aalto before?*
 - ❖ Country*
 - ❖ Name* (always your passport name)
(Preferred name available too)
 - ❖ Home address (*)
 - ❖ Email address* (prefilled)
 - ❖ Phone numer* (preferably not landline)

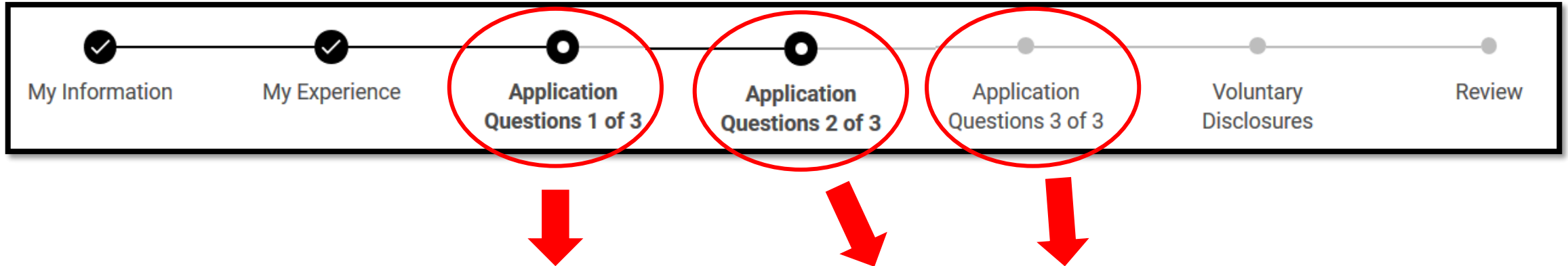
Job application form –My experience



My Experience:

- ❖ Work experience
- ❖ Education
- ❖ Languages
- ❖ Application documents
(max 5 docs, each max 5MB in size)
- ❖ Websites
- ❖ Social Network URLs

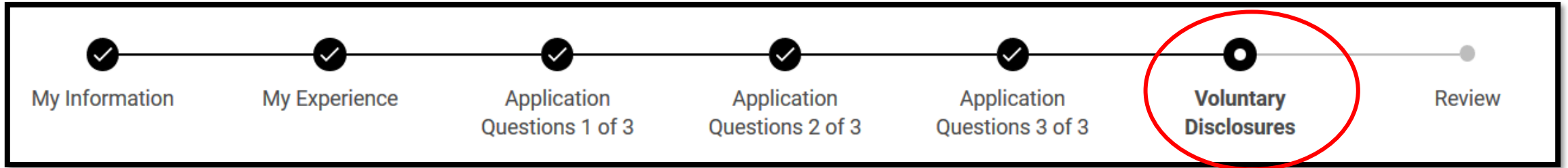
Job application form –Application questions



Application Questions 1 - 3

- ❖ Extra questions concerning this recruitment

Job application form –Personal info & terms

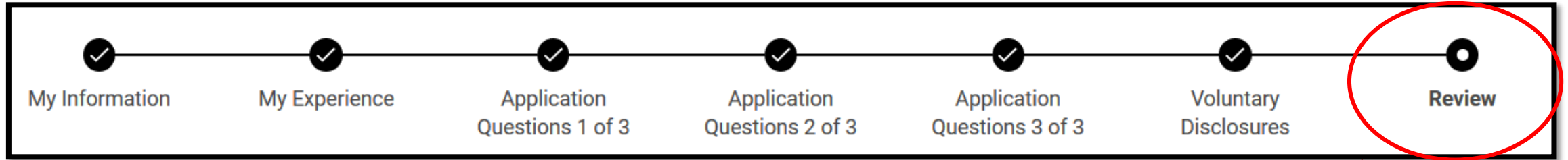


Voluntary Disclosures:

- ❖ **Personal Information**
 - ❖ Primary nationality*
 - ❖ Secondary nationality
 - ❖ Gender*
- ❖ **Terms and Conditions***

*required

Job application form -review



Review:

- ❖ Summary of your application (download it to keep record of your answers since answers to extra questions are not visible to you after submitting)
- ❖ You can still edit before submitting it or "save for later". Afterwards updating only by withdrawing application first.

Updating your application

- ❖ After submitting your application, the **only way to update you application is to withdraw it and reapply**
- ❖ When reapplying choose **"Use My Last Application"** (the previous application) to have some of the fields filled already.

My Applications

As we are evaluating your qualifications, we may contact you to provide additional information. In this case you will receive a notification with instructions.

If you would like to edit or complement your application during the application period, you can do this by first clicking "Manage" and "Withdraw Application", and then apply again for the same position with "Use My Last Application". The system automatically fills in the details from your last application.

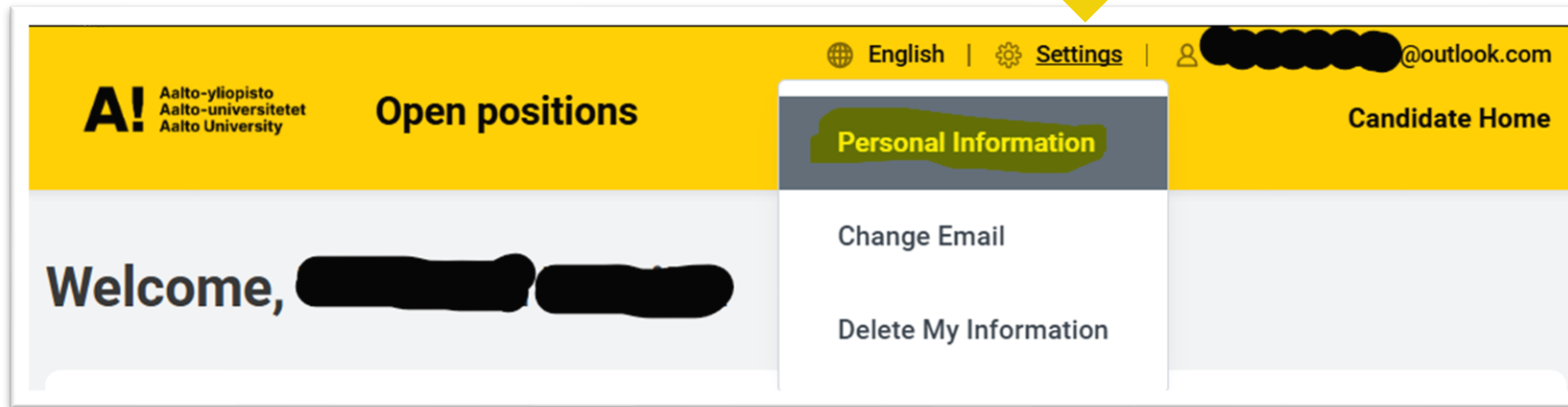
Thank you for your interest in joining Aalto community!

Active (4) Inactive (1)

Job Title	Job Req	My Application Status	Date Submitted	Action
Call for Applications: Principal Investigators at ELLIS Institute Finland	R42094	Not Submitted Created on February 4, 2025		...
ENG Research and Teaching Assistants, Doctoral Researchers, Postdoctoral Researchers and visitors personal details	R35986	Not Submitted Created on September 4, 2024		...
Visitor IT	R34754	Not Submitted Created on October 26, 2022		...
Open application for Aalto University	R34147	Application Received	June 11, 2025	...

[View Application](#)
[Withdraw Application](#)

Updating your information to Candidate profile



You can update your **name, address and phone number** in your candidate profile.

Upper right corner:

A? Aalto-yliopisto Aalto-universitetet Aalto University **Click Settings → Personal Information**

Personal Information ×

Country / Territory *
Finland

Legal Name
Given Name(s) *
Testima
Family Name *
Testika

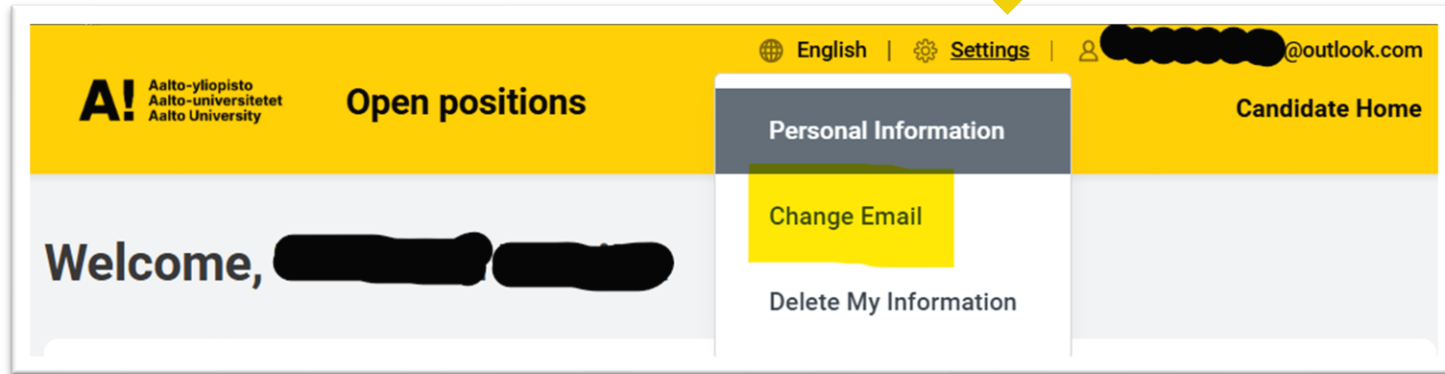
I have a preferred name
☐

Address
Street Name *
Tietietie 123
Postal District or City *
Espoo
Postal Code *
02210

Phone
Phone Device Type *
Mobile
Country / Territory Phone Code *
× Finland (+358) :
Phone Number *
050
Phone Extension

Cancel Save

Updating your email address to Candidate profile



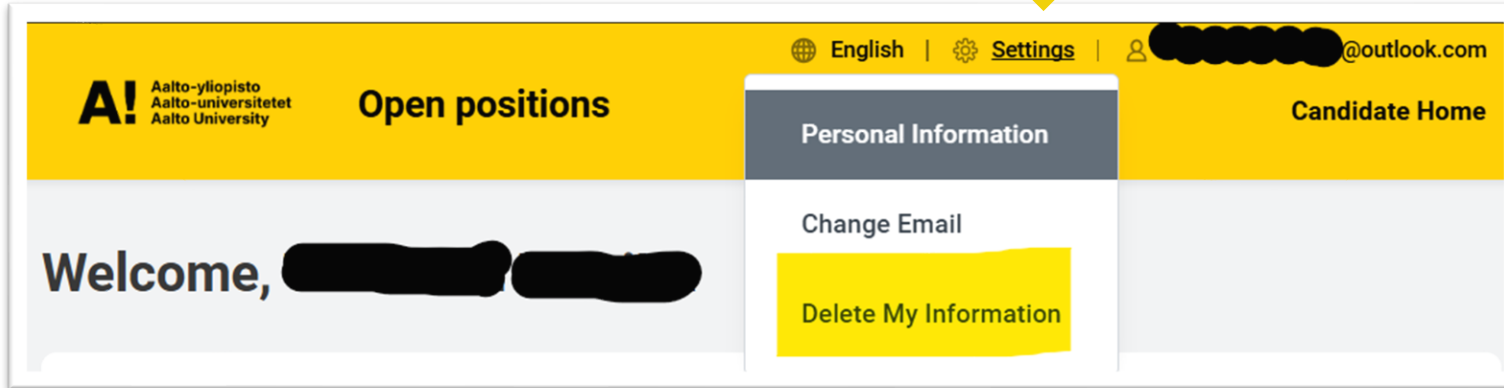
You can update your **email** in your candidate profile.

Upper right corner:

Click Settings → Change Email

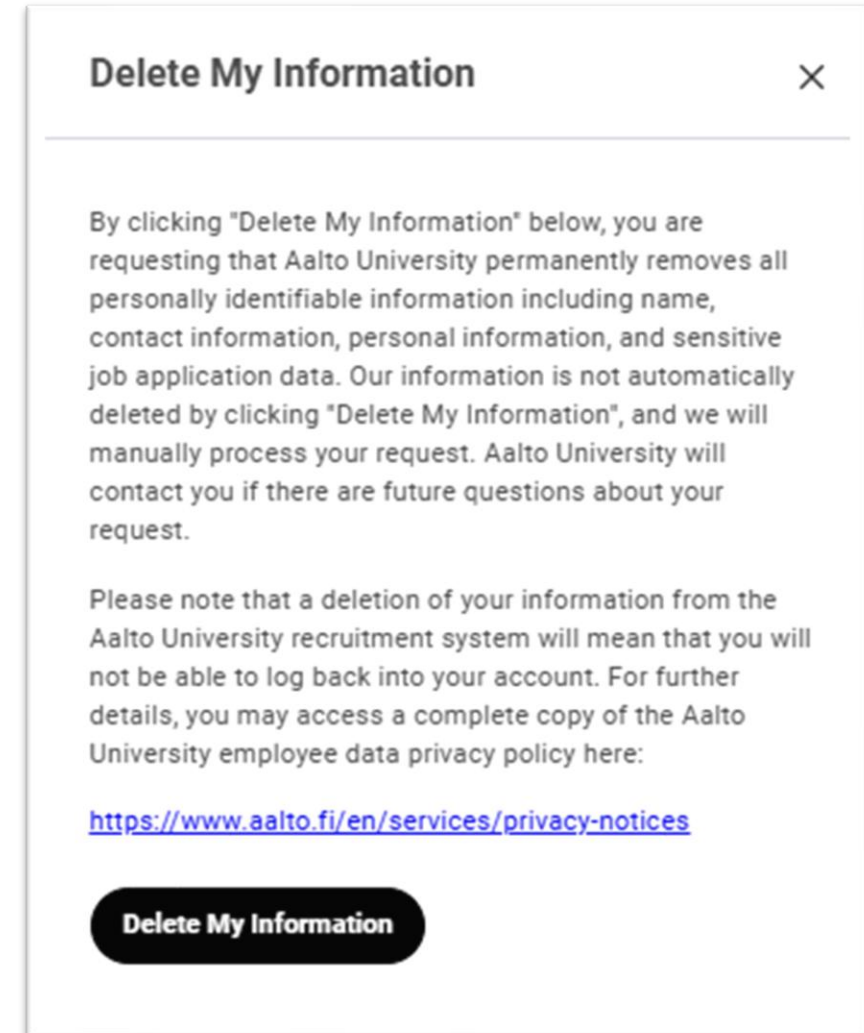
A screenshot of the 'Change Email' modal form. The modal has a title bar with the text 'Change Email' and a close button (X). The main content area contains the instruction 'Enter an email address and verify that your email address is correct.' Below this, there is a section for 'Current Email' showing 'XXXXXXXXXX@outlook.com'. Underneath is a section for 'New Email' with a red asterisk indicating it is required, followed by an empty text input field. At the bottom, there is a section titled 'Verify It's You' with the instruction 'Send a verification link to your new email address.' and a 'Send Link' button.

Deleting your information from Candidate profile



You can request to **DELETE** your information in your candidate profile. Upper right corner: **Settings → Delete My Information**

If you request the deletion after application period has ended, we will store your data according to our Records Management Plan for 3 years and then delete your candidate account and application.



A!

**Kiitos
aalto.fi**