How to add or edit your qualification information in ACRIS

Your qualification information will be visible in your Research portal profile page (https://research.aalto.fi/):

Qualification information is integrated from HR-system Workday to ACRIS so you need to add or edit the information in Workday:

1. Go to https://www.aalto.fi/. (Log in with your Aalto identifiers if you are outside campus or without VPN connection)
2. Click on Tools -> Workday (see screenshot).
3. In Dashboard choose **Personal information** from Application selection.

4. In Personal information page choose **About me**.

5. Choose **Performance** from the vertical menu and then **Education** from the horizontal menu.
5. In the education view click **Add** button in the very down of the webpage if you want to add qualification. If you want to edit existing qualification information, click **Edit** on the side of the existing degree.

6. Add all the relevant information. Add **Yes** to **Degree received** field. Fill in both **Year Degree Received** and **Last Day Attended** Note that if you add just a year when your degree was received and not **Last day Attended** in ACRIS your award date will be automatically set to last day of the award granted year, e.g. 31.12.YYYY.