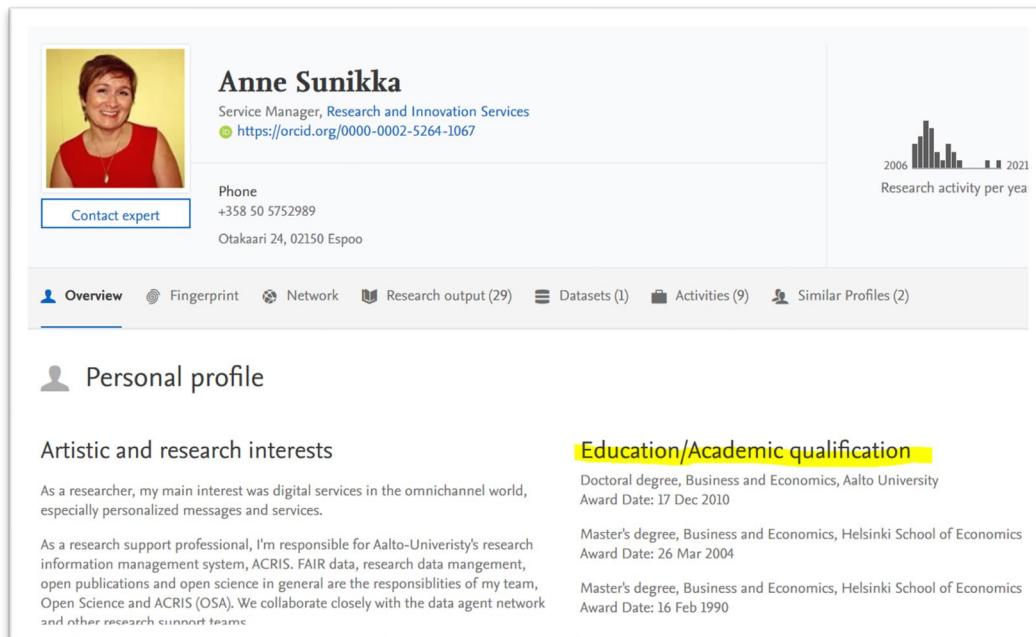


How to add or edit your qualification information in ACRIS

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



Anne Sunikka
Service Manager, Research and Innovation Services
<https://orcid.org/0000-0002-5264-1067>

Phone
+358 50 5752989
Otakaari 24, 02150 Espoo

Personal profile

Artistic and research interests

As a researcher, my main interest was digital services in the omnichannel world, especially personalized messages and services.

As a research support professional, I'm responsible for Aalto-University's research information management system, ACRIS. FAIR data, research data management, open publications and open science in general are the responsibilities of my team, Open Science and ACRIS (OSA). We collaborate closely with the data agent network and other research support teams.

Education/Academic qualification

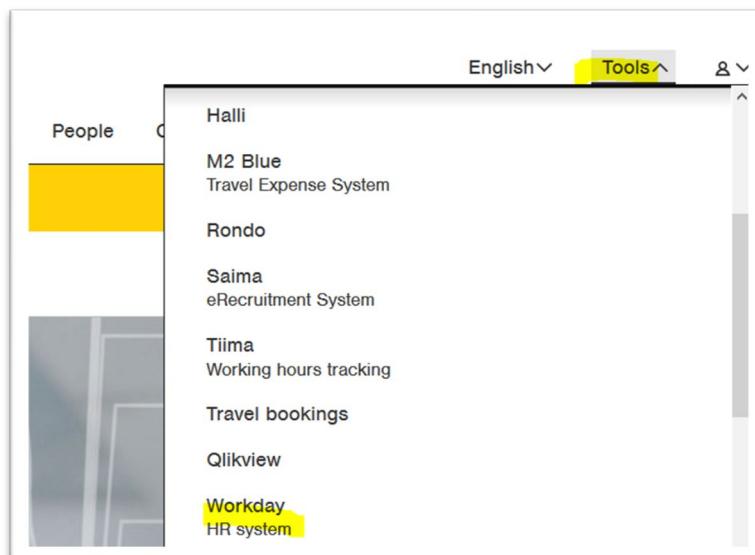
Doctoral degree, Business and Economics, Aalto University
Award Date: 17 Dec 2010

Master's degree, Business and Economics, Helsinki School of Economics
Award Date: 26 Mar 2004

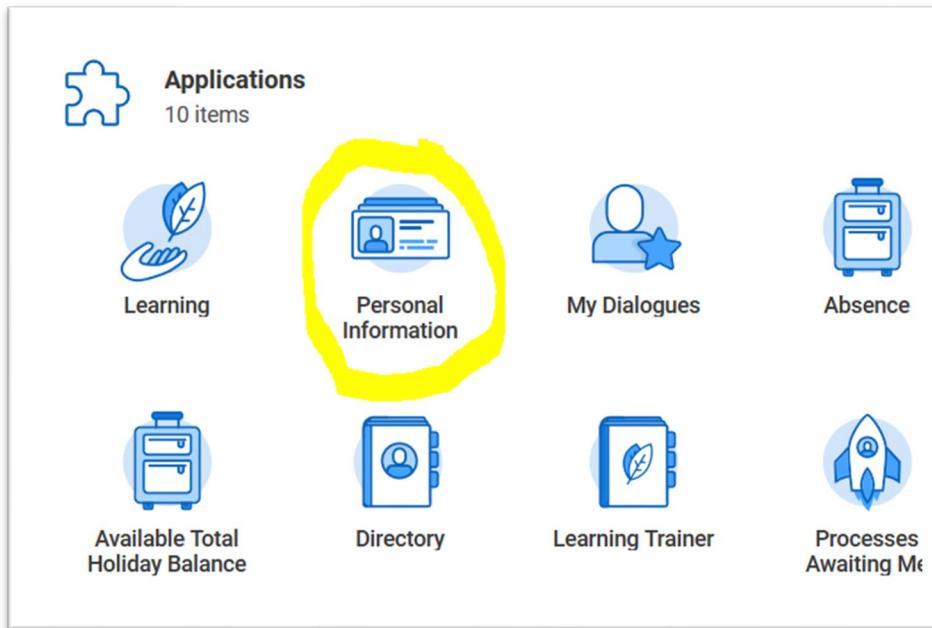
Master's degree, Business and Economics, Helsinki School of Economics
Award Date: 16 Feb 1990

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).



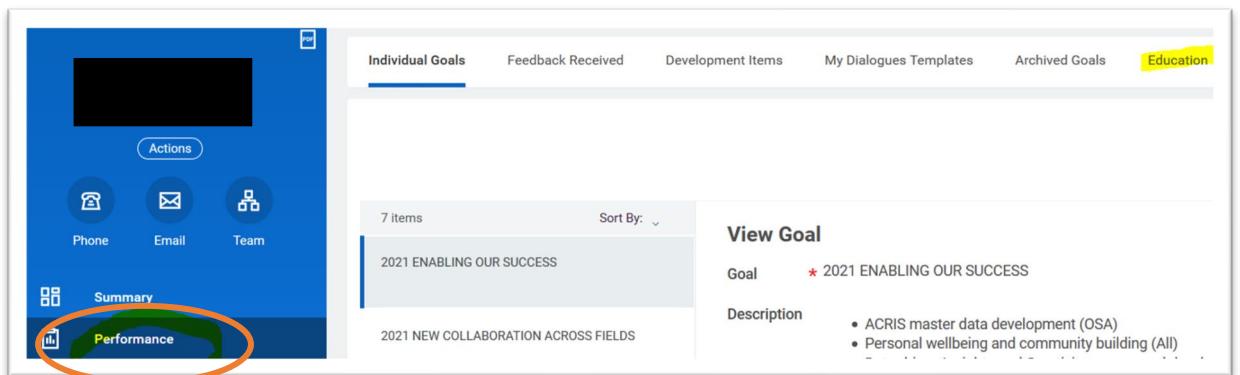
3. In Dashboard choose **Personal information** from Application selection.



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.

Education 1 item

School	Degree	Field of Study	Year Degree Received	Last Day Attended	
[REDACTED]					Edit Remove

Add

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.

COUNTRY

School

If you cannot find the school, click here

Degree

Degree Received

Year Degree Received

Field of Study

First Day Attended

Last Day Attended

Grade Average

Attachments

Remove **Add** **Submit** **Save for Later** **Cancel**