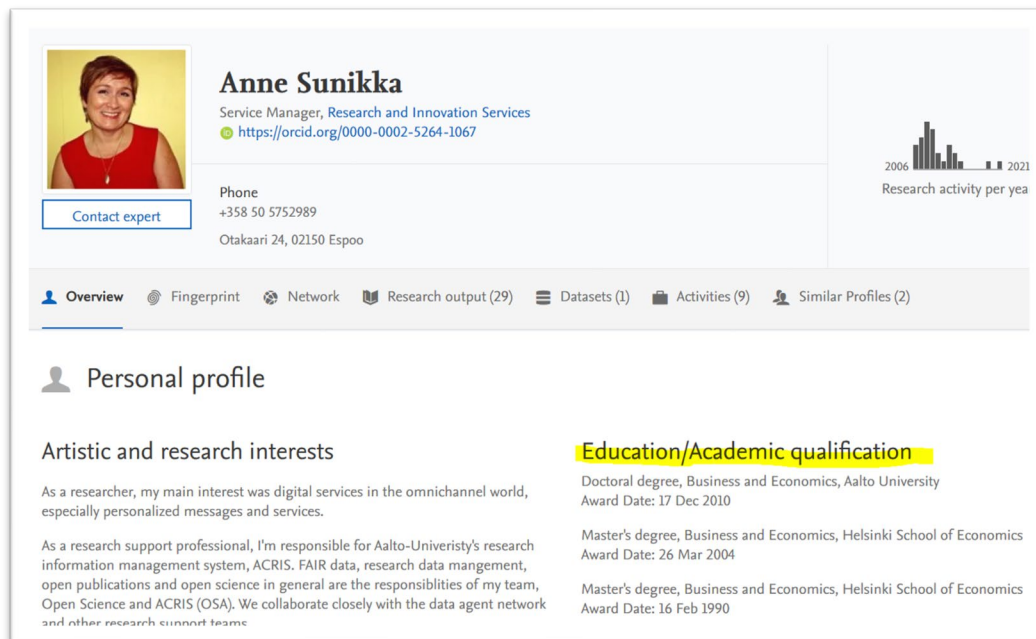


# How to add or edit your qualification information in ACRIS

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



The screenshot shows the ACRIS profile page for Anne Sunikka. The header includes her name, title 'Service Manager, Research and Innovation Services', and ORCID iD. A 'Contact expert' button is visible. The main content area is divided into 'Artistic and research interests' and 'Education/Academic qualification'. The 'Education/Academic qualification' section lists three degrees from Aalto University and the Helsinki School of Economics, with their respective award dates. A navigation bar at the top includes links for Overview, Fingerprint, Network, Research output (29), Datasets (1), Activities (9), and Similar Profiles (2).

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

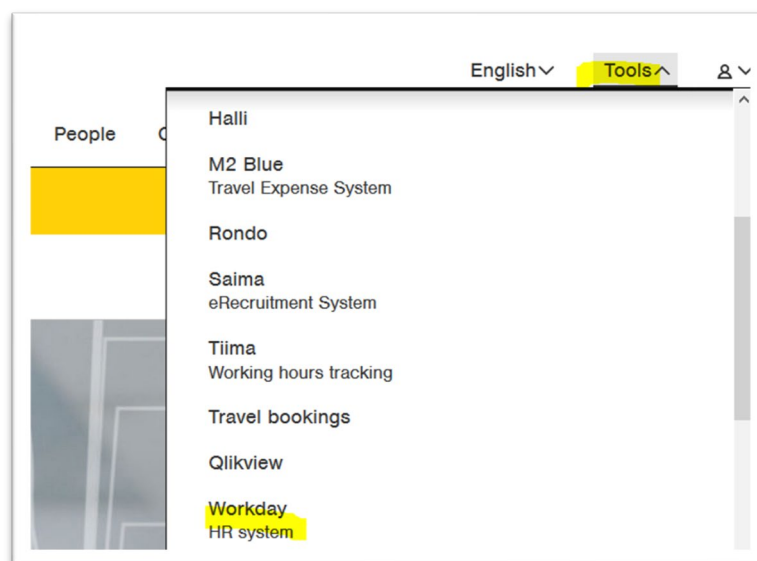
Phone  
+358 50 5752989  
Otakaari 24, 02150 Espoo

**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.

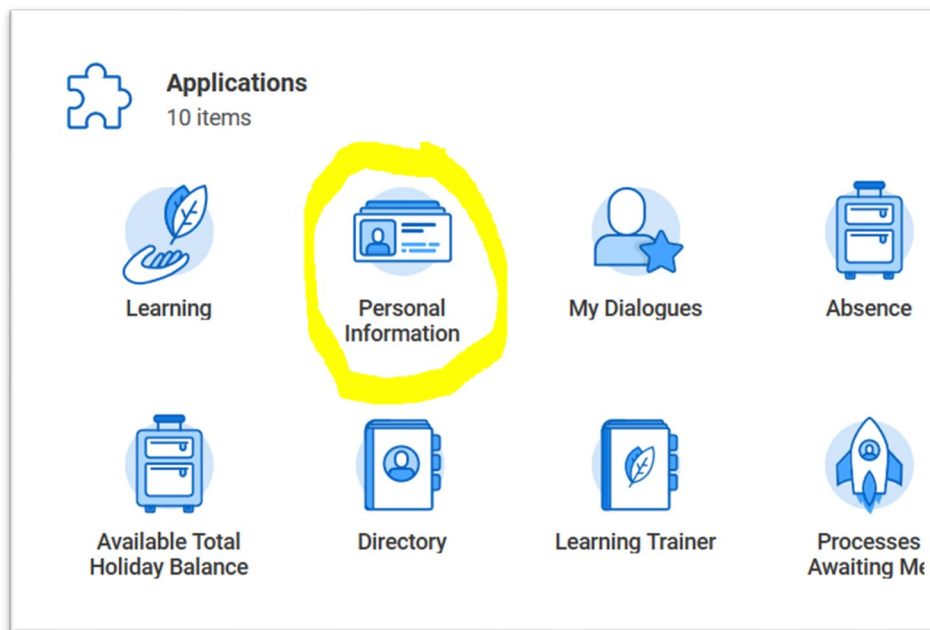
**Education/Academic qualification**  
Doctoral degree, Business and Economics, Aalto University  
Award Date: 17 Dec 2010  
Master's degree, Business and Economics, Helsinki School of Economics  
Award Date: 26 Mar 2004  
Master's degree, Business and Economics, Helsinki School of Economics  
Award 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).



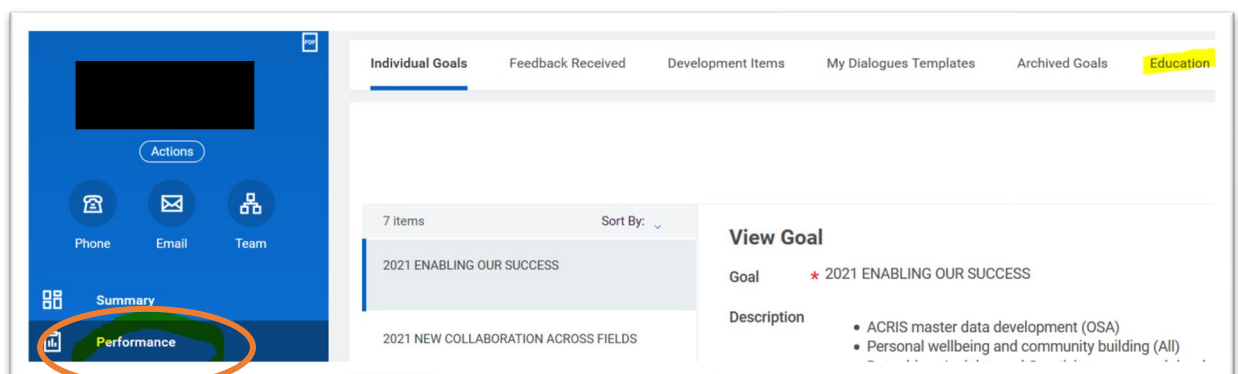
3. In Dashboard choose **Personal information** from Application selection.



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.

The screenshot shows the 'Education' view with a table containing one item. The table has columns for 'School', 'Degree', 'Field of Study', 'Year Degree Received', and 'Last Day Attended'. To the right of the table are 'Edit' and 'Remove' buttons. An orange arrow points to the 'Edit' button. Below the table, there is a large grey area and an 'Add' button at the bottom left, also indicated by an orange arrow.

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.

The screenshot shows the 'Education' form with the following fields: 'Country' (Finland), 'School' (Aalto University), 'Degree' (Doctoral degree), 'Degree Received' (Yes), 'Year Degree Received' (2021), 'Field of Study' (empty), 'First Day Attended' (01.09.2015), 'Last Day Attended' (10.03.2021), and 'Grade Average' (empty). Orange arrows point to the 'Year Degree Received' and 'Last Day Attended' fields. Below the form is an 'Attachments' section with 'Remove' and 'Add' buttons. At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons. The 'Submit' button is highlighted with an orange circle.