

Aalto Sign - Instructions for signing

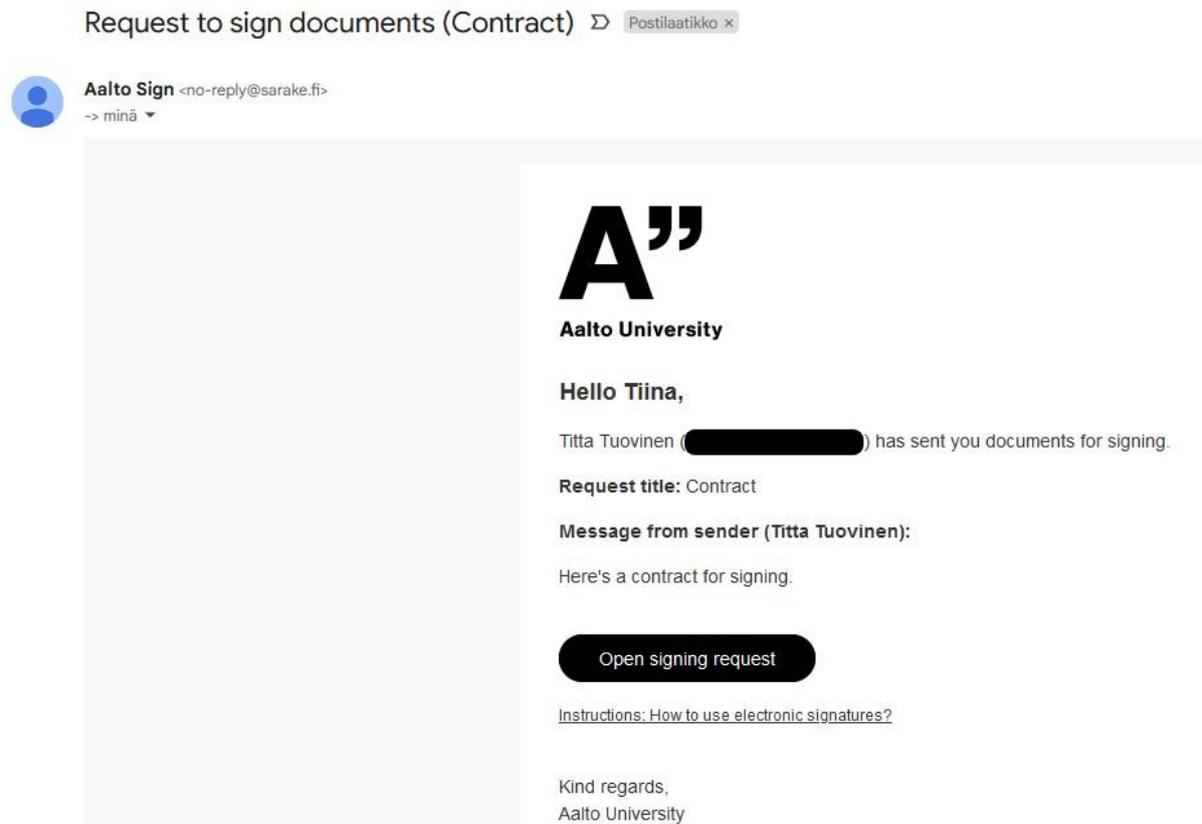
Updated 21.3.2023

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Instructions for electronic signing

Logging into the service



The signing requests come from the email address Aalto Sign <no-reply@sarake.fi>.

To log into the system, click the Open signing request button or follow the instructions given at the end of the email notification under How to use electronic signatures.

Logging in with your Aalto ID

Click the Open signing request button in the email sent to you.

Log into the service by selecting Aalto Login on the login page. This option is for Aalto University employees and students only.

Logging in as a member of a mailbox or a group

Click the Open signing request button in the email sent to you.

Log into the service by selecting Aalto Login on the login page. This option is for Aalto University employees and students only.

After you have logged in, you will see the details and documents of the signing request sent to the mailbox/group.

Claim
More actions

This request was sent to an organisation group that you are a part of. Claim the request from the group. Claim

This request contains multiple documents Review documents

Message ^

Hei,

Tässä sopimus allekirjoitettavaksi.

Participants ^

 Send reminder

Reviewers
Not defined

Signers



Tiina Testaaja 

 Waiting for signature



dean-test

dean-test

Before you can sign the signing request, you must claim the request from the group to yourself by clicking the Claim button.

 **Claim request**
✕

This request was sent to organisation group that you are a part of. Claim the request to process it.
This operation can not be undone.

dean-test

dean-test



Cancel
Next

Confirm the claim request by clicking the Next button in the opening window. After this you will be automatically directed to the signing request and the request is ready for signing.

After claiming the signing request transfers to your personal signing requests and is visible in your own signing requests in the Signing requests section of the service. The signing request is no longer visible to other members of the group.

Logging in with an invitation code

Signers who are not members of the Aalto University community log in with an invitation code.

Open signing request

[Instructions: How to use electronic signatures?](#)

Kind regards,
Aalto University

How do I sign the documents?

Use the button above to open the documents. If the button does not work, you may try the following:

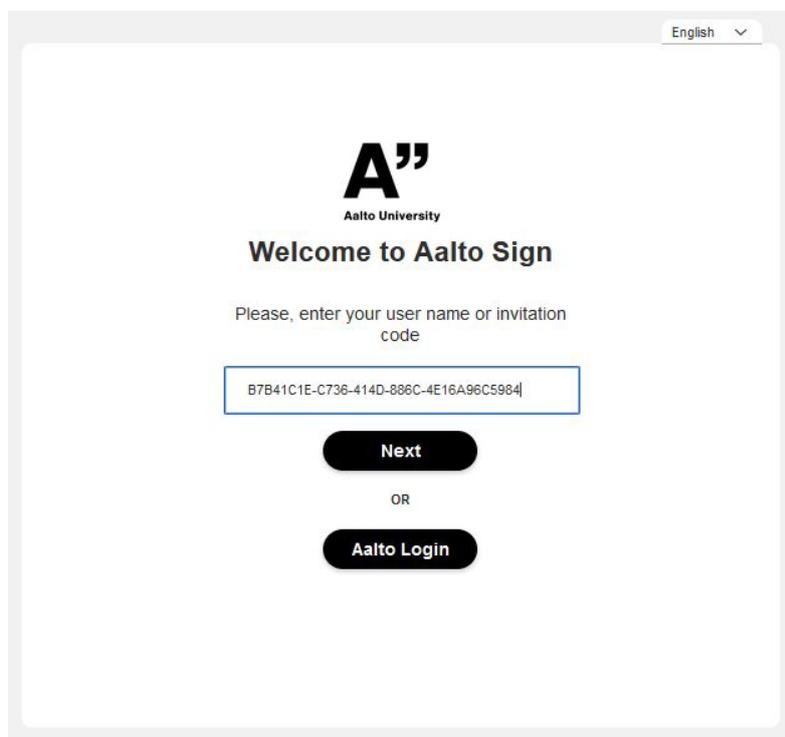
1. Browse to [Aalto Sign \(https://sign.aalto.fi/\)](https://sign.aalto.fi/)
2. Copy the code below and paste it to the **user identifier** field:

B7B41C1E-C736-414D-886C-4E16A96C5984

3. Click **Login** button
4. Open the signing request and download documents

Click the Open signing request button in the email sent to you, and the invitation code should appear automatically in the login field.

If it does not, you can copy it from the email to the field requesting your username or invitation code. If you copy the code, make sure that you do not copy any extra spaces or characters.



English

A
Aalto University

Welcome to Aalto Sign

Please, enter your user name or invitation code

B7B41C1E-C736-414D-886C-4E16A96C5984

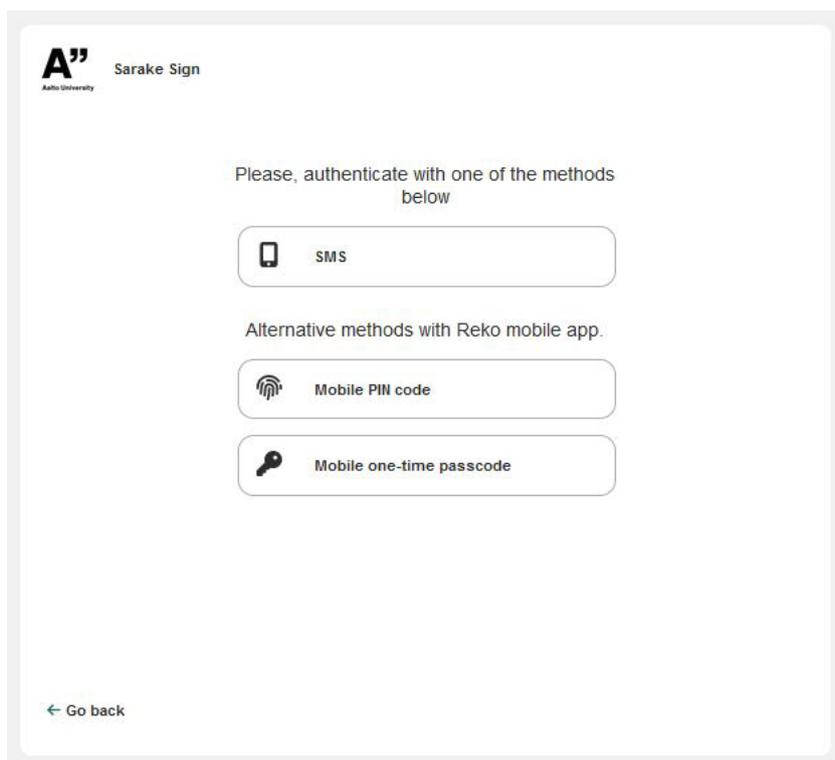
Next

OR

Aalto Login

You can change the language of the service in the top right corner of the login page.

Click Next.



A Sarake Sign
Aalto University

Please, authenticate with one of the methods below

 SMS

Alternative methods with Reko mobile app.

 Mobile PIN code

 Mobile one-time passcode

[← Go back](#)

Click the SMS button. The service will send you a PIN code as an SMS. You must use this one-time PIN code in addition to your invitation code to verify your identity.

 **Aalto Sign** is requesting you to authenticate

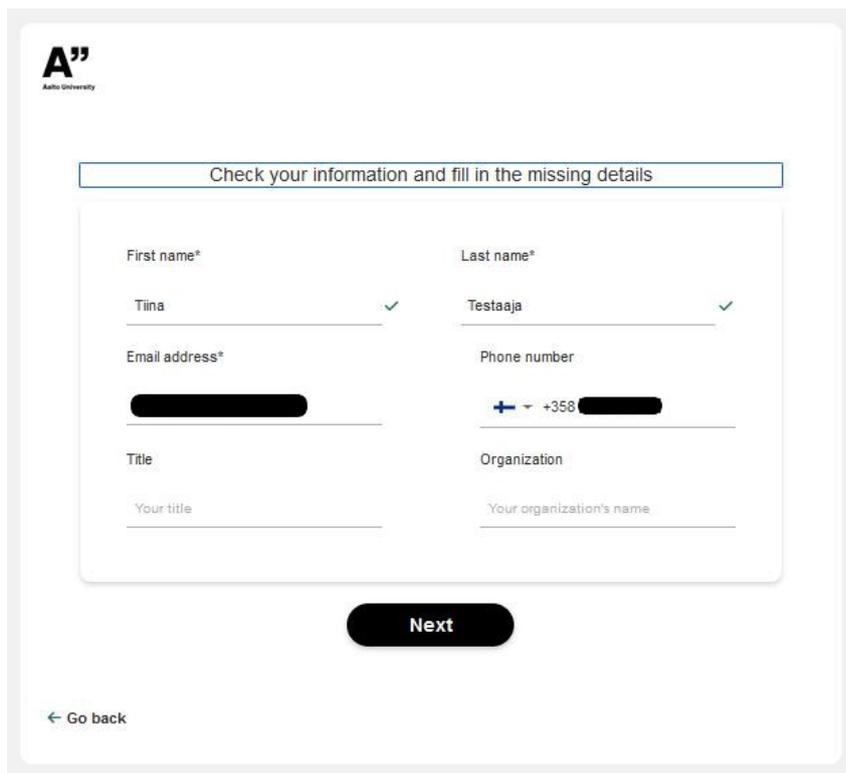


Authenticate with an SMS code

Enter the code that was sent to you via SMS in the field below

[Cancel](#)

Enter the PIN code into the number fields. If the code is correct, you will be automatically directed forward.



The screenshot shows a registration form for Aalto University. At the top left is the Aalto University logo. Below it is a header box that says "Check your information and fill in the missing details". The form is divided into two columns. The left column contains fields for "First name*" (filled with "Tina" and a checkmark), "Email address*" (redacted), and "Title" (with a sub-label "Your title"). The right column contains fields for "Last name*" (filled with "Testaja" and a checkmark), "Phone number" (with a country code dropdown set to "+358" and a redacted number), and "Organization" (with a sub-label "Your organization's name"). At the bottom center is a large black button labeled "Next". At the bottom left is a link labeled "Go back" with a left-pointing arrow.

Check that your information is correct.

If yes, click Next. You will be automatically directed to the Aalto Sign service and the signing request there.

If there are any mistakes in your information, please contact the sender of the signing request by email.

Signing

Contract

Status: Pending Deadline: No deadline

Delegate

Reject

Sign

Tiina Testaaja

Sopimus_testipohja

100%

1 / 1

A! Aalto University Contract 5.1.2023 1 (1)

Contract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.

Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede.

Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede.

Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, feis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

This contract has been signed electronically.

Aalto University
P.O. Box 1000
FI-00076 AALTO
E-mail: P1000

Visiting address
Oksanen 54
Espoo, FINLAND
Business ID 2222227-4

Tel: +358 9 47001
fax: 09
mailto:kesk@aalto.fi
mailto:kesk@aalto.fi
VAT FI22222274
DUMDICE HEADPH

This request contains multiple documents [Review documents](#)

Message
Here's a document for signing.

Participants
Reviewers
Not defined

Signers

	Tiina Testaaja		Waiting for signature	Seen 2023-03-17
	Titta Tuovinen		Waiting for signature	Seen 2023-03-17

Sender
 Titta Tuovinen Sent 2023-03-17

Other participants
Read-only recipients
Not defined

Request manager
Not defined

Documents (2)
Documents [Download all](#)

Sopimus_testipohja

Attachments
Testi1

Comments (0)

After you have logged in, you will see the details of the signing request, as well as the documents included in it, and you can review and download them.

Before signing or rejecting a request, you can leave a comment in the Comments field. The comments are visible to all those involved in the signing process.

You can sign the request by clicking Sign at the top of the page. Use the identification method requested, if necessary.



Identification required



Creator of this signing request requires recipients to identify with one of the methods below.

Please, select a method to identify yourself.



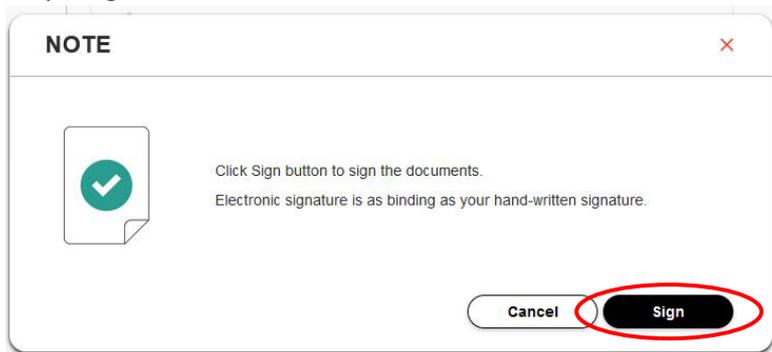
Mobile ID or bank identifiers (NETS)



SMS

Depending on the way the signing request has been prepared, you see

1. only a Sign button



2. or have a few signature styles to choose from. In the latter case, select the desired style from the given options and click Next. Then click Sign.

Signing request Cancel

Signature style

<p><u>Signature style</u></p>	<p>Signature preview</p> <div style="text-align: center;"> <p>No selected signature</p> </div> <p>Please, select style below</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> A Use text signature v </div> <div style="border: 1px solid #ccc; padding: 5px;"> Draw signature </div>
-------------------------------	--

Next

If you select Cancel, you will go back to the previous view, where you get to select the style of the signature.



If you do not wish to sign the document, you can click Reject at the top of the page.

You can also delegate the request to another person by clicking Delegate at the top of the page. Use Delegate if someone else must sign the document on your behalf.

Information of all approvals, rejections and delegations is submitted to the sender of the signing request.

Downloading signed documents

Documents signed and ready for download (Contract) ⌵ Postilaatikko x



Aalto Sign <no-reply@sarake.fi>

-> minä ▾

🌐 englanti ▾ > suomi ▾ [Käännä viesti](#)

A”
Aalto University

Hello Tiina,

The documents you have signed are now ready. You can download the signed documents from the link below.

Request title: Contract

[Open signing request](#)

Kind regards,
Aalto University

When all signers have signed the documents, you will be notified of it by email.

You can retrieve the signed documents from the service.

Contract

Status: Completed Deadline: No deadline

Tiina Testaaja

Log out

Sopimus_testipohja
100%
< 1/1 >
↓

A!

Aalto University Contract 5.1.2023 1 (1)

Contract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.

Fusce est, Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede.

Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede.

Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisi eget sapien.

This contract has been signed electronically.

This request contains multiple documents Review documents

Message
Here's a contract for signing.

Participants

Reviewers
Not defined

Signers

	Tiina Testaaja	✓ Signed	2023-01-30
	Titta Tuovinen	✓ Signed	2023-01-30

Sender

Titta Tuovinen Sent 2023-01-30

Other participants

Read-only recipients
Not defined

Request manager
Not defined

Documents (2)

Documents ↓ Download all

Sopimus_testipohja

Attachments

Testi1

Comments (0)

Click Download all on the Documents section to download the documents and make a compressed file (.zip) out of them. You can also choose to download a single document as a PDF by selecting the document and clicking the download icon on the top right corner of the preview section.

To log out click your name on the top right corner of the page and select Log out.

Please note that the signed documents are stored in the service only for 30 days.