

User instructions for the University of Turku E-Service

You can find The University of Turku E-Service at <https://asiointi.utu.fi/>

Support address: asiakirjapalvelut@utu.fi

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1 Logging in and settings

1.1 Language settings

Select the language you want to use in the e-service by clicking the language option of your choice in the top right corner of the page.



1.2 Logging in

Click on the [Log in](#) button in the top right corner. Choose [Suomi.fi](#) as the login method.



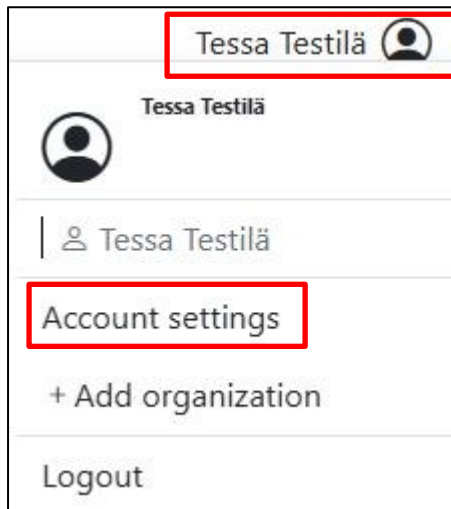
Clicking on the **Suomi.fi** button opens the [Suomi.fi](#) authentication page. Select your authentication method, fill in the necessary authentication information and continue to the service. When the authentication has been completed successfully, you will be redirected to the front page of the e-service.

If it's not possible for you to use Suomi.fi authentication, please contact asiakirjapalvelut@utu.fi.

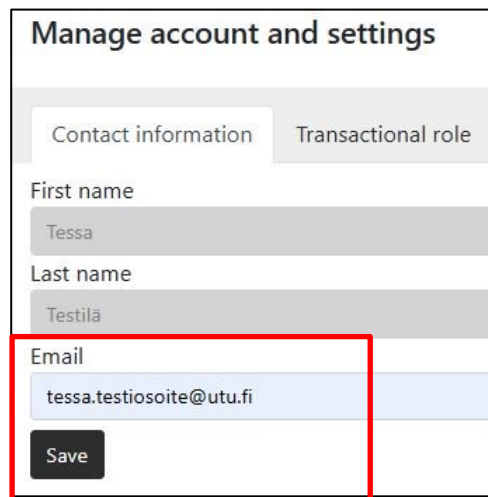
1.3 Personal settings and e-mail address

The first time you log in, please check your settings to make sure your **email address is up-to-date**. You will receive e-mail notifications of successfully sent forms to the address in your account settings.

Click on your **own name** in the top right corner of the page. Select **Account settings**. Fill in your email address and click **Save**.



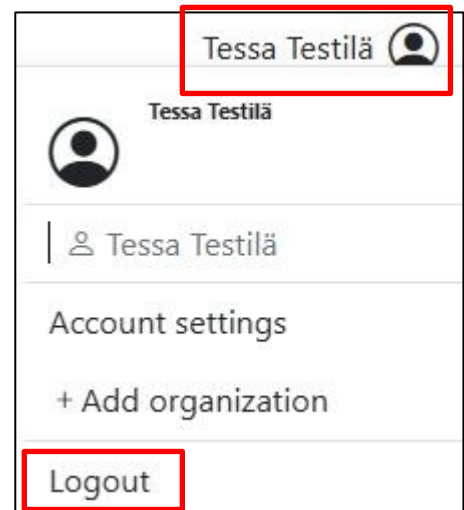
A vertical menu for user Tessa Testilä. At the top, the name 'Tessa Testilä' and a profile icon are highlighted with a red box. Below is a larger profile section with the same name and icon. Further down, the text 'Account settings' is highlighted with a red box. Below that are the options '+ Add organization' and 'Logout'.



A form titled 'Manage account and settings'. It has two tabs: 'Contact information' (selected) and 'Transactional role'. The form contains fields for 'First name' (filled with 'Tessa'), 'Last name' (filled with 'Testilä'), and 'Email' (filled with 'tessa.testiosoite@utu.fi'). The 'Email' field and the 'Save' button below it are highlighted with a red box.

1.4 Logging out

Log out of the e-service by clicking on **your name** in the top right corner and selecting **Logout**.



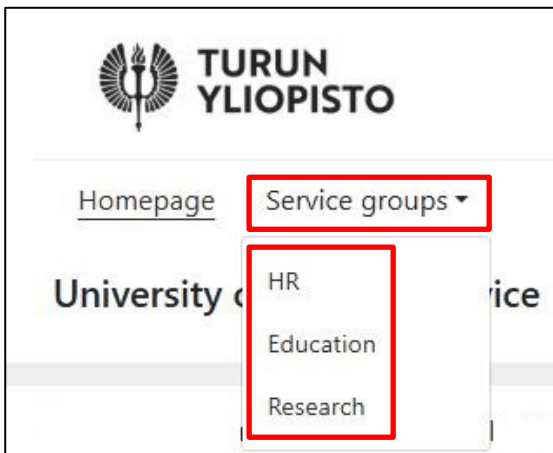
A vertical menu for user Tessa Testilä, identical to the one in section 1.3. The 'Logout' option at the bottom is highlighted with a red box.



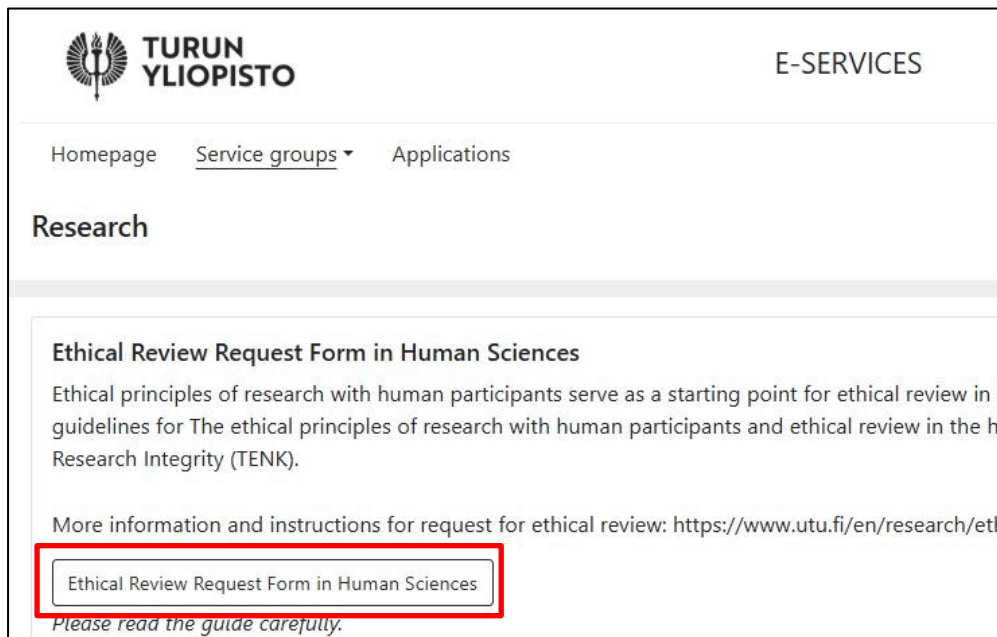
2 Choosing the right form or service group

If you have received a direct link to the correct form, please see section [3 Filling out the form](#).

If you have not received a direct link, please select the service group in question from the [Service groups](#) dropdown menu.



After choosing the service group, you can see all the forms available in that service group. Click on the [form you want to use](#). Please note, that one service group may have more than one form to choose from, so choose the form that suits your situation.



3 Filling out the form

3.1 The form page

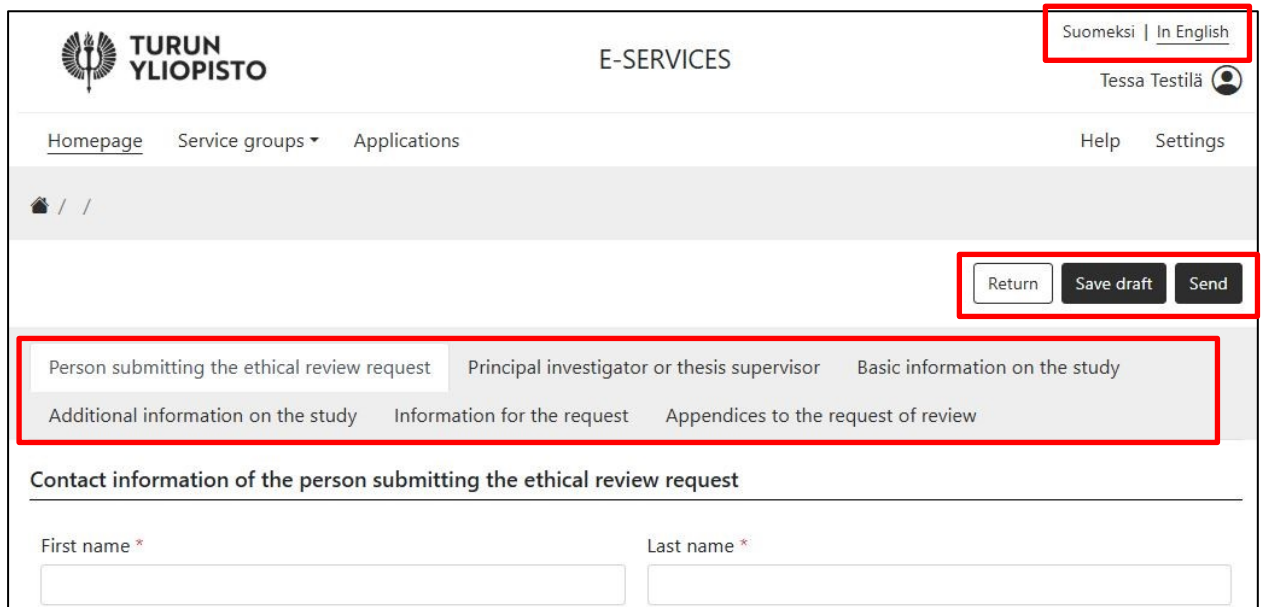
The form [tabs](#), [action buttons](#), and [language selection](#) are displayed at the top of the page. They will remain visible when you switch between tabs on the form. It is also possible, that a form is only one page long, and therefore does not have any tabs.

Action buttons:

- [Return](#): This button will take you to the previous page without saving the form.
- [Save draft](#): Clicking this button saves your form as a draft. After this you can leave the form, and come back to continue filling it later.
- [Send](#): This button sends the form to the university to be processed.

Go to the next tab on the form by pressing the [Next](#) button at the bottom right corner of the page.

*The tabs
vary
between
forms.*



3.2 Saving your form as a draft

You can save an unfinished form in the system and come back to it later. You don't need to fill all mandatory fields in a form in order to save it as a draft.

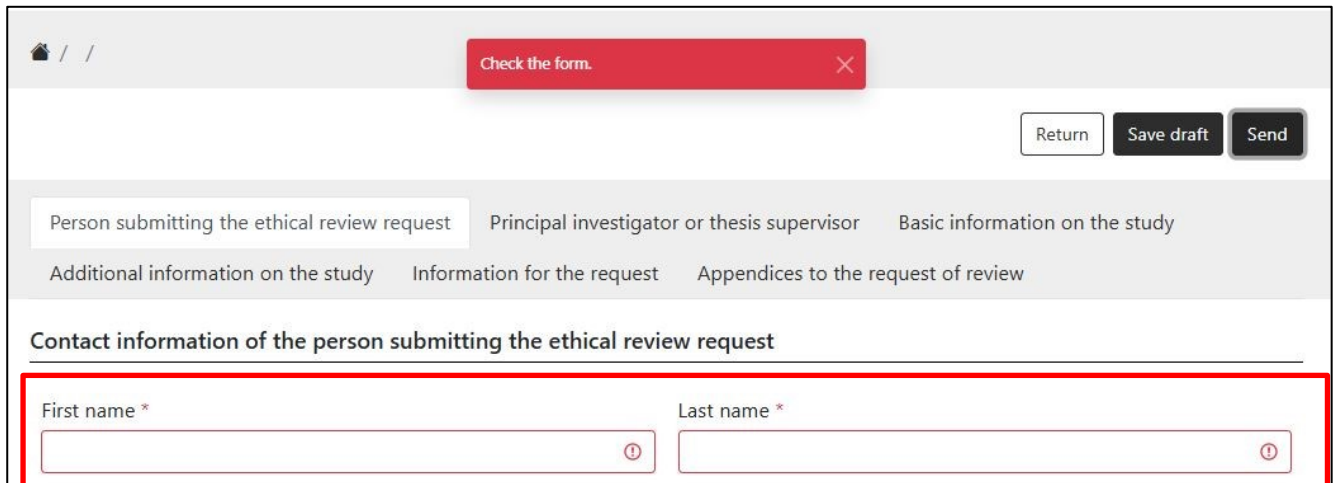
Click the [Save Draft](#) button, and you should see a notification saying "[Draft saved successfully](#)".

When you come back to the e-service, you can continue filling the form from where you left off. On how to come back to a previously saved form, please see section [2 Choosing the right form or service group](#). The draft can be found following the exact same path you took when you first opened the form.

3.3 Sending your form

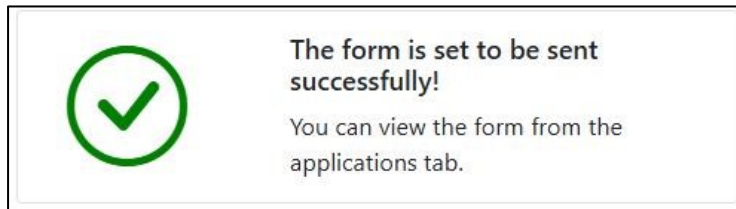
When you have finished filling in your form, click the **Send** button at the top right of the page. This will send your form to be processed by the university.

If **you have not filled in all the mandatory fields**, you will receive a request to check the form. The mandatory fields that are not filled in will be marked with red edges and exclamation marks.



The screenshot shows a web interface for submitting an ethical review request. At the top, there is a red notification box that says "Check the form." with a close button. Below this, there are three buttons: "Return", "Save draft", and "Send". The form is divided into several tabs: "Person submitting the ethical review request", "Principal investigator or thesis supervisor", "Basic information on the study", "Additional information on the study", "Information for the request", and "Appendices to the request of review". The "Person submitting the ethical review request" tab is selected. Under this tab, there is a section titled "Contact information of the person submitting the ethical review request". This section contains two input fields: "First name *" and "Last name *". Both fields are highlighted with a red border and have a red exclamation mark icon in the bottom right corner, indicating that they are mandatory and currently empty.

When **all the mandatory fields have been filled in** and you press the Send button, you will see a page that says that the form is set to be sent successfully. After this you can follow the progress of your case at the applications section of the e-service, for more information please see section [4 Your applications and cases](#).



If you have added your e-mail address in your own settings, you will also get an e-mail notification telling you that your form has been sent successfully. On e-mail settings, please see section [1.3 Personal settings and e-mail address](#).

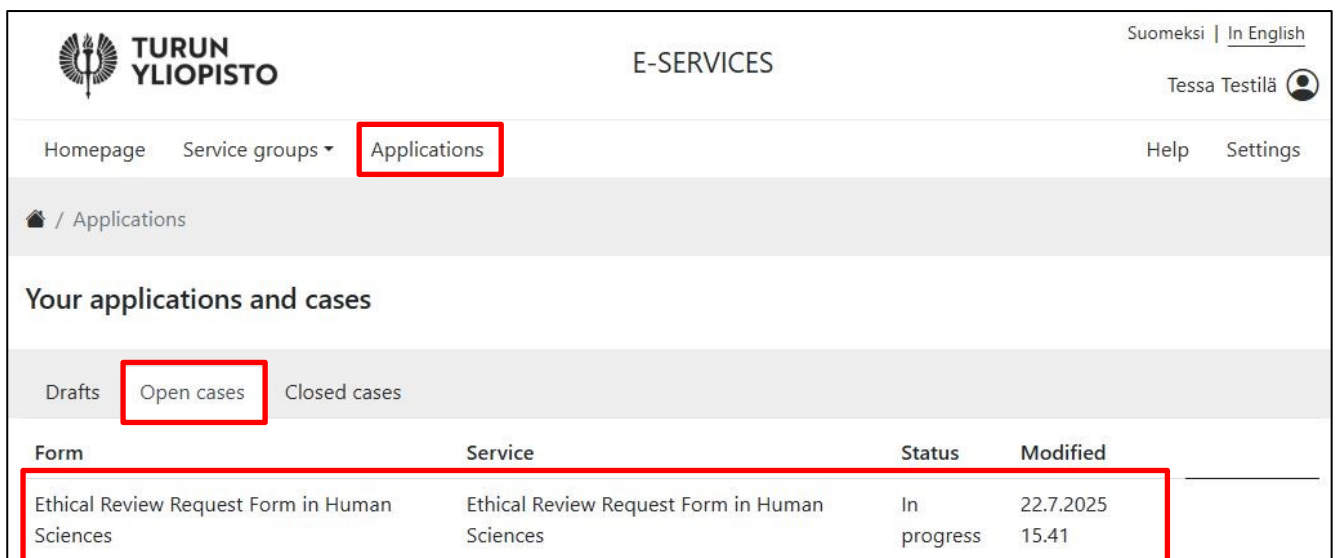
4 Your applications and cases

4.1 Your forms being processed by the university

If you want to see, what forms you have submitted in the e-service, and what cases of yours are being processed by the university, please click on the [Applications](#) section and see the [Open cases](#) -tab. The list on the page may take a while to load.

Here, you can see a list of all the forms you have submitted in the e-service and on which the university has not yet made a decision. If you have made supplements, they will appear on their own lines on the list. For more information on a form or a case, please click the [line](#) in question.

Note: If the status of a form is **Error**, please contact asiakirjapalvelut@utu.fi.



Form	Service	Status	Modified
Ethical Review Request Form in Human Sciences	Ethical Review Request Form in Human Sciences	In progress	22.7.2025 15.41

4.2 Viewing a previously submitted form

After clicking a form on the Open cases -tab, you can see the relevant information about the form in question:

- **Case number:** Unique number for your case
- **Opened at:** The date on which you submitted the first form concerning this case
- **State:** The status of the case at the university
 - **In process:** The form has been registered in the university's case management system and the university has taken your case under consideration
 - **Closed:** The decision has been made and the case is closed

In addition, in this view you will find a list of all the documents that you have sent through the e-service concerning this case (including supplements and additional information forms) as well as the decisions of the university. You can download them to your own computer by clicking the [Download](#) button next to the document line.

You can also send supplements and additional information forms in this view. If you need help on how to do this, please see section [5 Additional information forms](#).



TURUN YLIOPISTO

E-SERVICES

Suomeksi | [In English](#)

Tessa Testilä

Homepage Service groups ▾ Applications Help Settings

🏠 / [Open cases](#) / Lausuntopyyntö ihmistieteellisen tutkimuksen eettisestä ennakkoarvioinnista

Lausuntopyyntö ihmistieteellisen tutkimuksen eettisestä ennakkoarvioinnista

Return

Sent forms

Lausuntopyyntö ihmistieteellisen tutkimuksen eettisestä ennakkoarvioinnista (22.7.2025 klo 15.41)

Additional information forms

Lausuntopyyntö täydentäminen ennen toimikuntakäsittelyä

Lausuntopyyntö täydentäminen toimikuntakäsittelyn jälkeen

Case info

Case number: TY/39/2025

Opened at: 22.7.2025

State: In process

Related documents:

Updated at	Document	Download
22.7.2025 klo 15.41	Lausuntopyyntö ihmistieteellisen tutkimuksen eettisestä ennakkoarvioinnista, Tessa Testilä	Download

4.3 Closed cases and their forms

After your case has been closed by the university (e.g. after the decision has been made on the matter), you can view it and the forms and documents related to it on the [Closed cases](#) -tab on the [Applications](#) section. The list on the page may take a while to load.

TURUN YLIOPISTO

E-SERVICES

Suomeksi | [In English](#)

Tessa Testilä

Homepage Service groups ▾ **Applications** Help Settings

🏠 / Applications

Your applications and cases

Drafts

Open cases

Closed cases

Form	Service	Modified
Lisäaikahakemus	Lisäajan hakeminen päättyvään opinto-oikeuteen	25.4.2025 15.19



5 Additional information forms

If you want to send an additional information form or a supplement to your previously sent form, go to the [Open cases](#) tab on the [Applications](#) section of the e-service (for more information on how to do this, please see section [4.1 Your forms being processed by the university](#)). Click on the line of the form to which you want to add a supplement or an additional information form.

On the next page there is a box named [Additional information forms](#). From these, choose the one that you want to use and click on it. Fill in the additional information form and send it.

The additional information form can also be saved as a draft. The draft can be found following the exact same path you took when you first opened the additional information form. The information that you previously saved as a draft will still be in the form when you come back to it.

Home / [Open cases](#) / Lausuntopyyntö ihmistieteellisen tutkimuksen eettisestä ennakkoarvioinnista

Lausuntopyyntö ihmistieteellisen tutkimuksen eettisestä ennakkoarvioinnista [Return](#)

Sent forms

Lausuntopyyntö ihmistieteellisen tutkimuksen eettisestä ennakkoarvioinnista (22.7.2025 klo 15.41)

Additional information forms

Lausuntopyynnön täydentäminen ennen toimikuntakäsittelyä

Lausuntopyynnön täydentäminen toimikuntakäsittelyn jälkeen