

Creating a Wilma user name via the Suomi.fi service

- A guardian's Wilma user name is created by using strong identification, for which you will need online banking codes or a mobile verification.
- All Wilma user names are personal, so each guardian must create their own.
- Use a computer or mobile phone web browser for the creation of the user name. You cannot create a Wilma user name with the Wilma mobile application.
- A guardian's security prohibition prevents the creation of user names according to this guide. In this case, please get in touch with your school secretary.

Creating a user name

- 1) Log in to Wilma at <https://jarvenpaa.inschool.fi/connect>
- 2) Enter your e-mail address and "submit confirmation message". Close the window and open your e-mail inbox. There will be a Wilma confirmation message there, and clicking on it will take you back to creating your user name. *Note! If you cannot find the message in your inbox, please check your spam folder.*
- 3) Choose the school your child goes to on the list and press next. Take out your online banking codes or mobile phone mobile verification. Go to identification.
- 4) Sign in to your online bank. Select "guardian information available via the population register centre" on the Wilma window that opens. Press "find your dependant". The system will take you back to suomi.fi, where you can select your dependants who are receiving primary education in Järvenpää. You can select one child at a time. You can select more children by clicking on "guardian information available via the population register centre" again and selecting your next child. Once the Wilma user names / Key codes page shows all of your dependants under Roles, select "next" at the bottom of the page.
- 5) Proceed by following the instructions given by Wilma. Check your data and come up with a password for Wilma (at least 8 characters long, including at least three of the following: upper-case letters, lower-case letters, numbers, or special characters). Check your data again and create your user name. The e-mail address you have provided will be your Wilma user name.

Guardians who already have a Wilma user name for Järvenpää basic or upper secondary education

You can connect basic education students to an existing user name as follows:

- 1) Log in to Wilma.
- 2) Go to the Access rights page in the top menu and click the link Add role at the bottom of the page.
- 3) Go to "I have..." and select "guardian information available via the population register centre" and press "find your dependant". Choose the child you want to link to your user name. Finalise your user name.



Wilma user names for family home workers and official guardians

Family home workers and official guardians can create a Wilma user name by using their authorisations, if they have received a child's agency authorisation in the population data system. In other cases, please get in touch with the child's school in order to receive a user name.

If you do not have online banking codes or a mobile verification, or you have other questions about user names, please get in touch with the school secretary at your child's school.

Järvenpää Basic Education Services

