

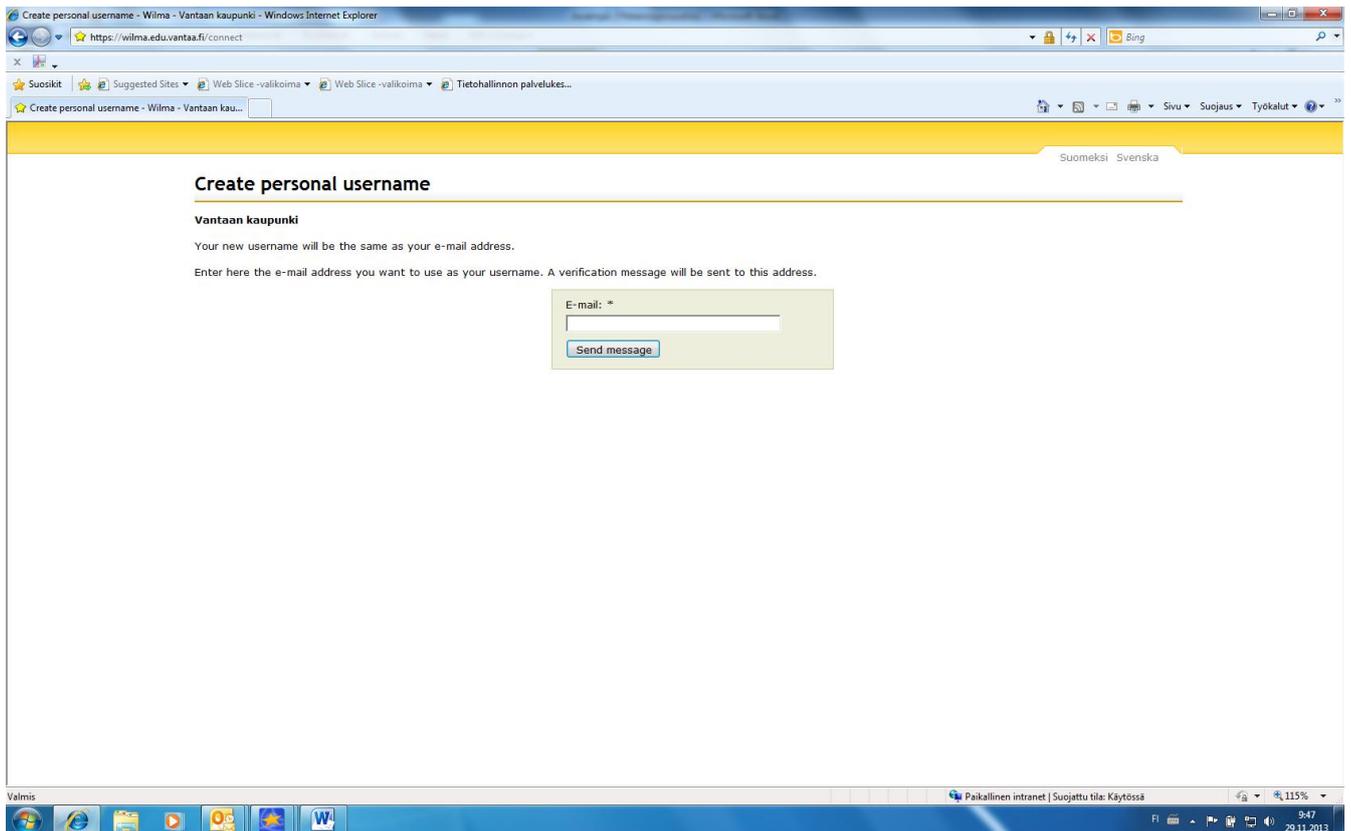
From Key Code to a Guardian's Wilma Username

(13th August, 2013)

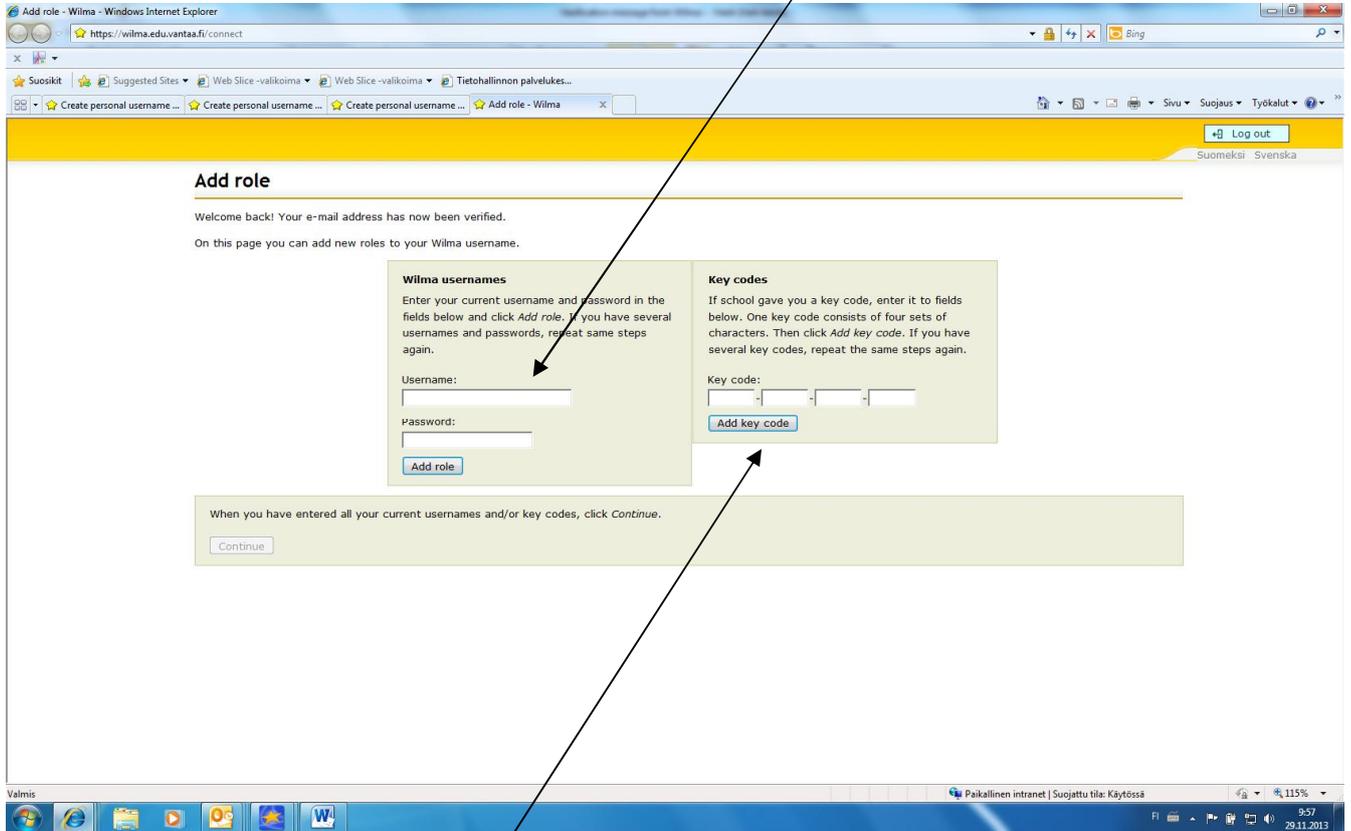
Each key code is for single-use. Each key code can be used to create a username for only one guardian.

Go to <https://wilma.edu.vantaa.fi/connect?langid=3>

1. Enter your e-mail address (your username will be the same as your e-mail address)
Click on Send confirmation message

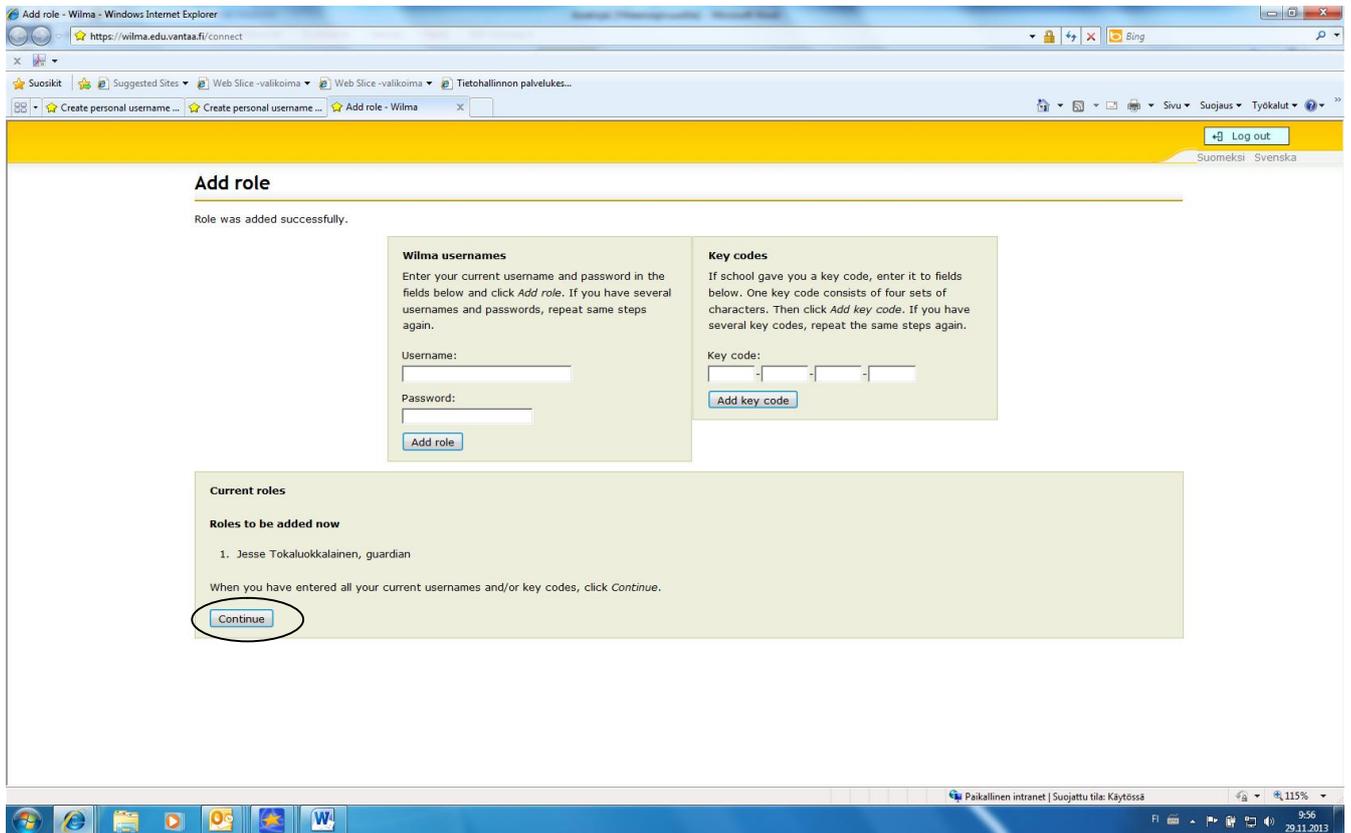


2. Wilma will send a confirmation message to the e-mail address that you have given. You may now close Wilma and open your e-mail
3. Your e-mail will include a link that will take you back to Wilma to continue creating your username
4. If you are creating a username from an old and already existing username, enter this old username into the column on the left-hand side and click on Add role



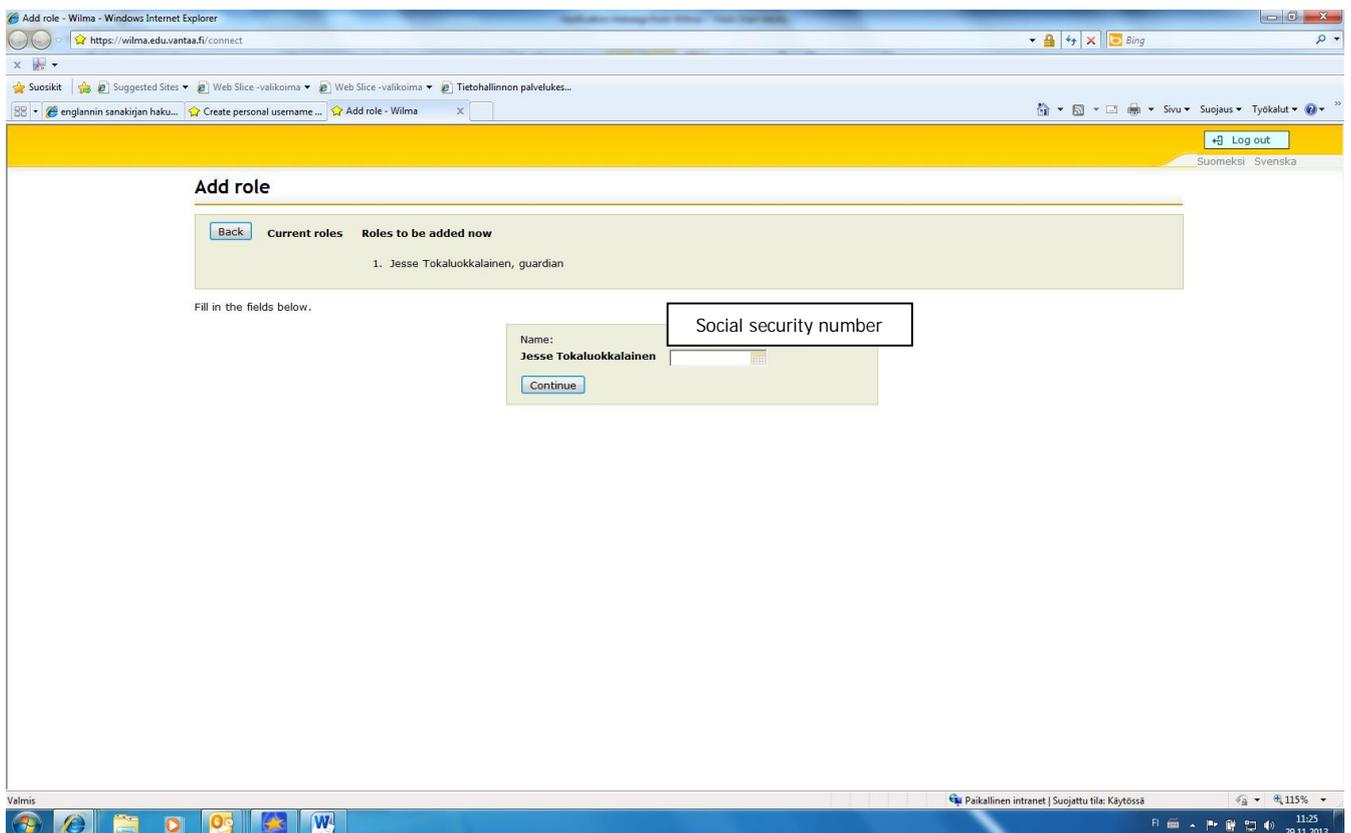
If you are creating a new username with the key code, enter the key code into the column on the right-hand side and click on Add key code

At this stage, if you wish to link several children in Vantaa under the same username, add all of the key codes that you have been given into the field Key codes one at a time (click on Add key code after each key code that you enter)

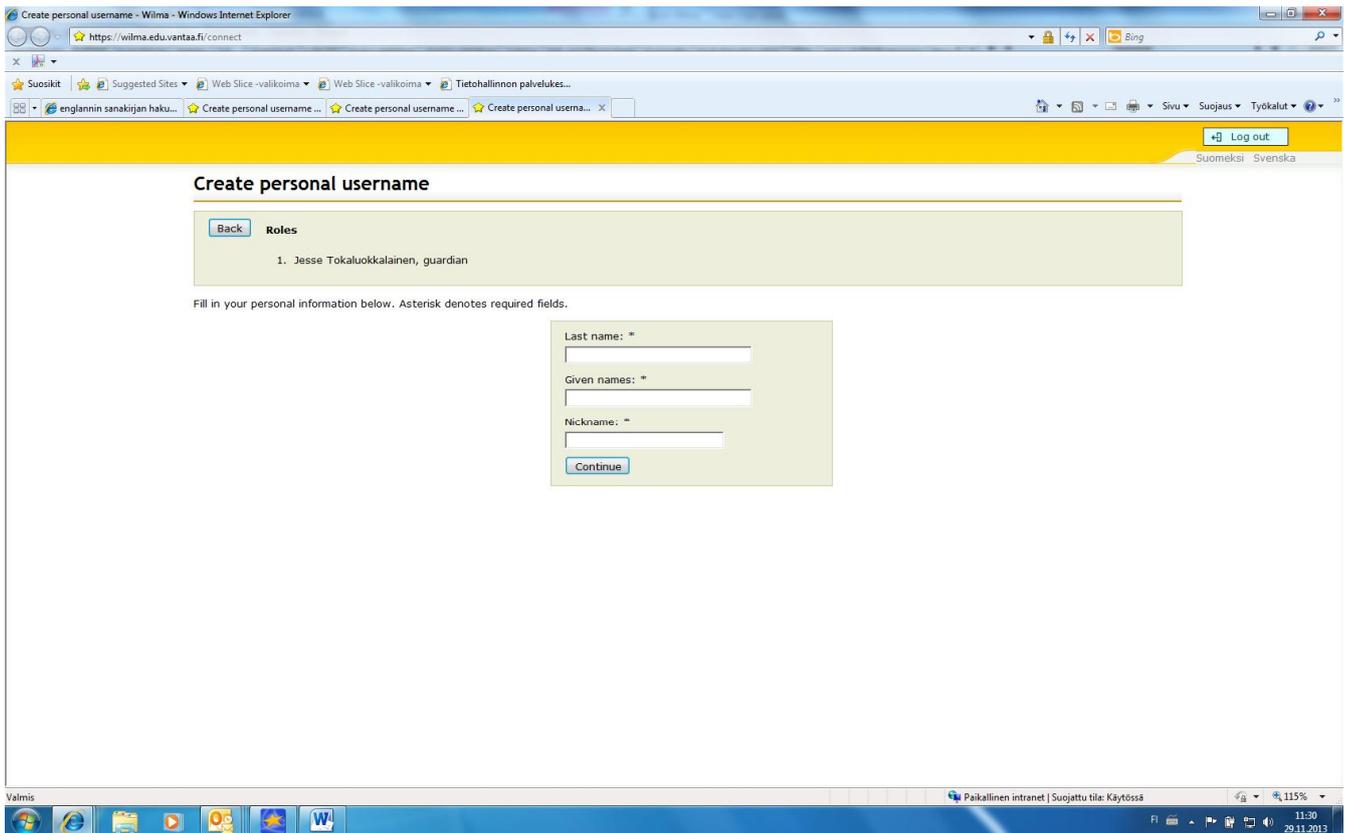


Once you have entered all of the usernames and/or key codes, you will be able to continue by clicking on Continue.

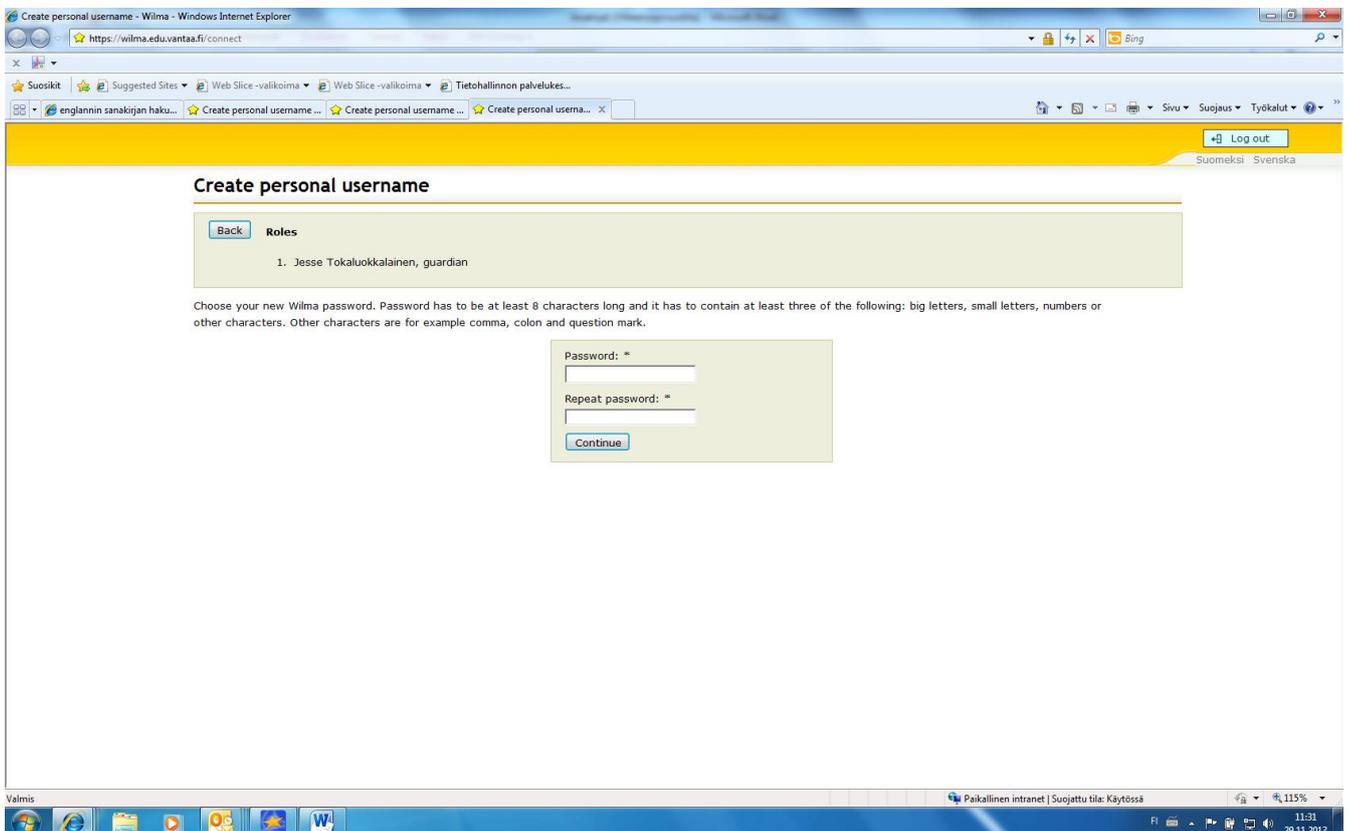
5. The programme will ask you for the pupil's social security number.
The social security number must be entered exactly as it is featured on the pupil's Kela-card.



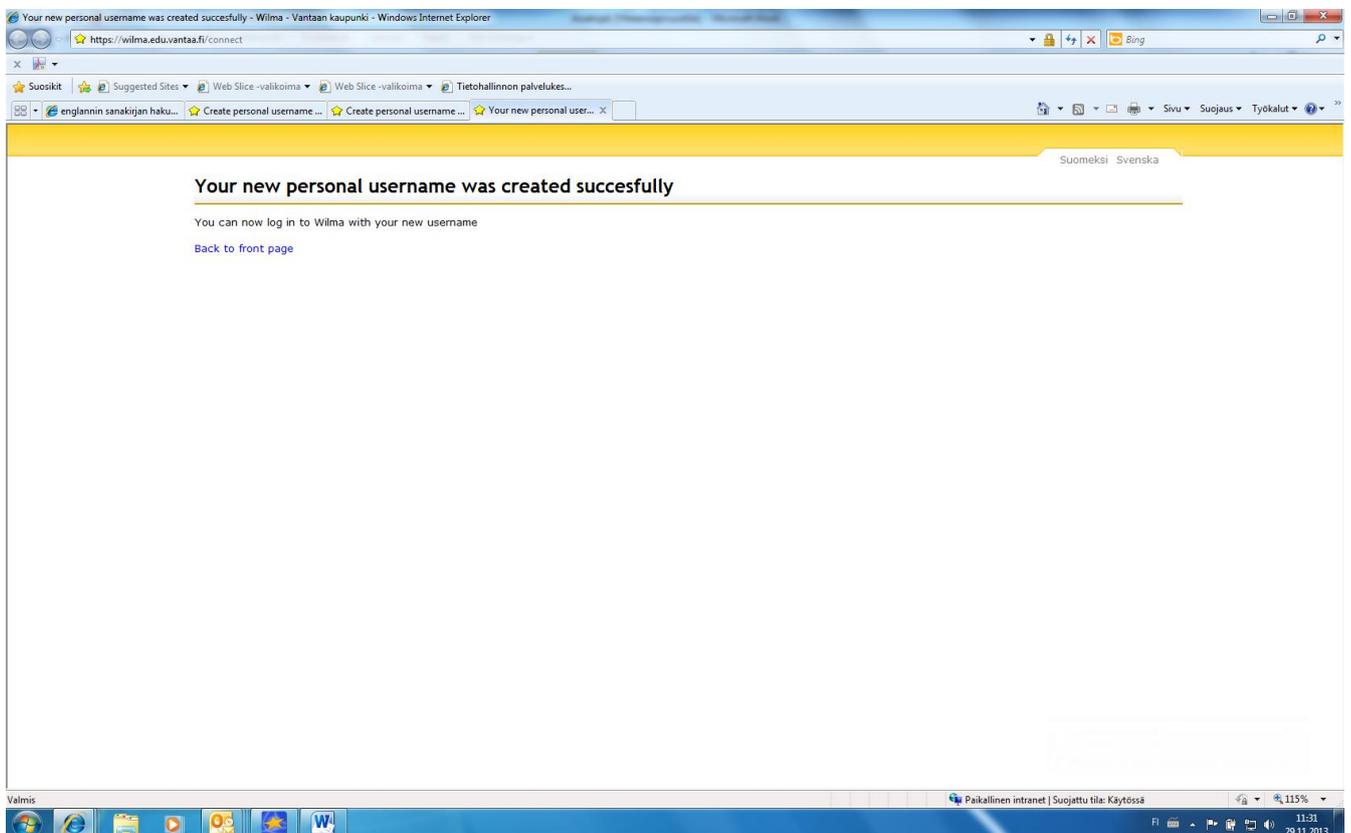
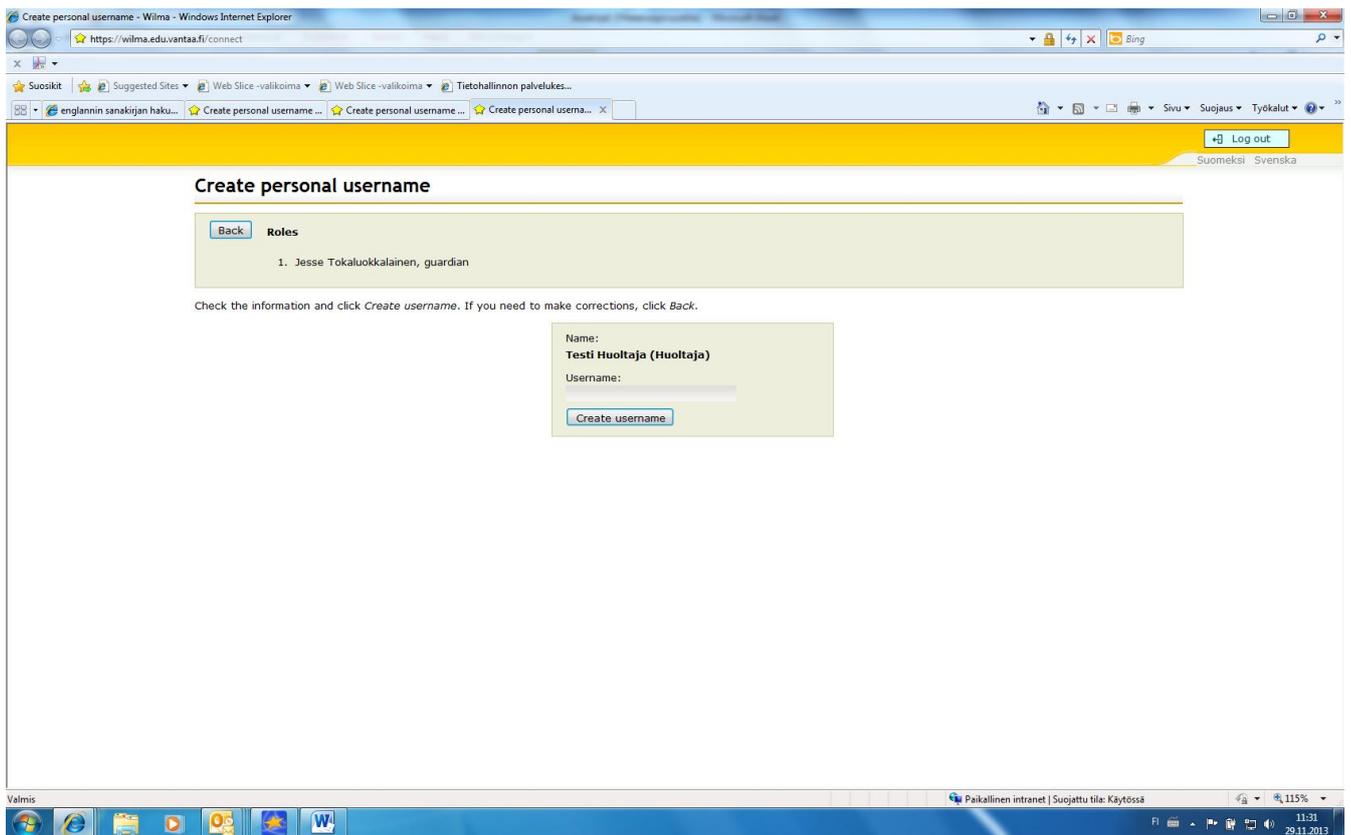
6. Enter your own name in the corresponding fields (not the child's name)



7. Create a password for your username. Memorize your password.

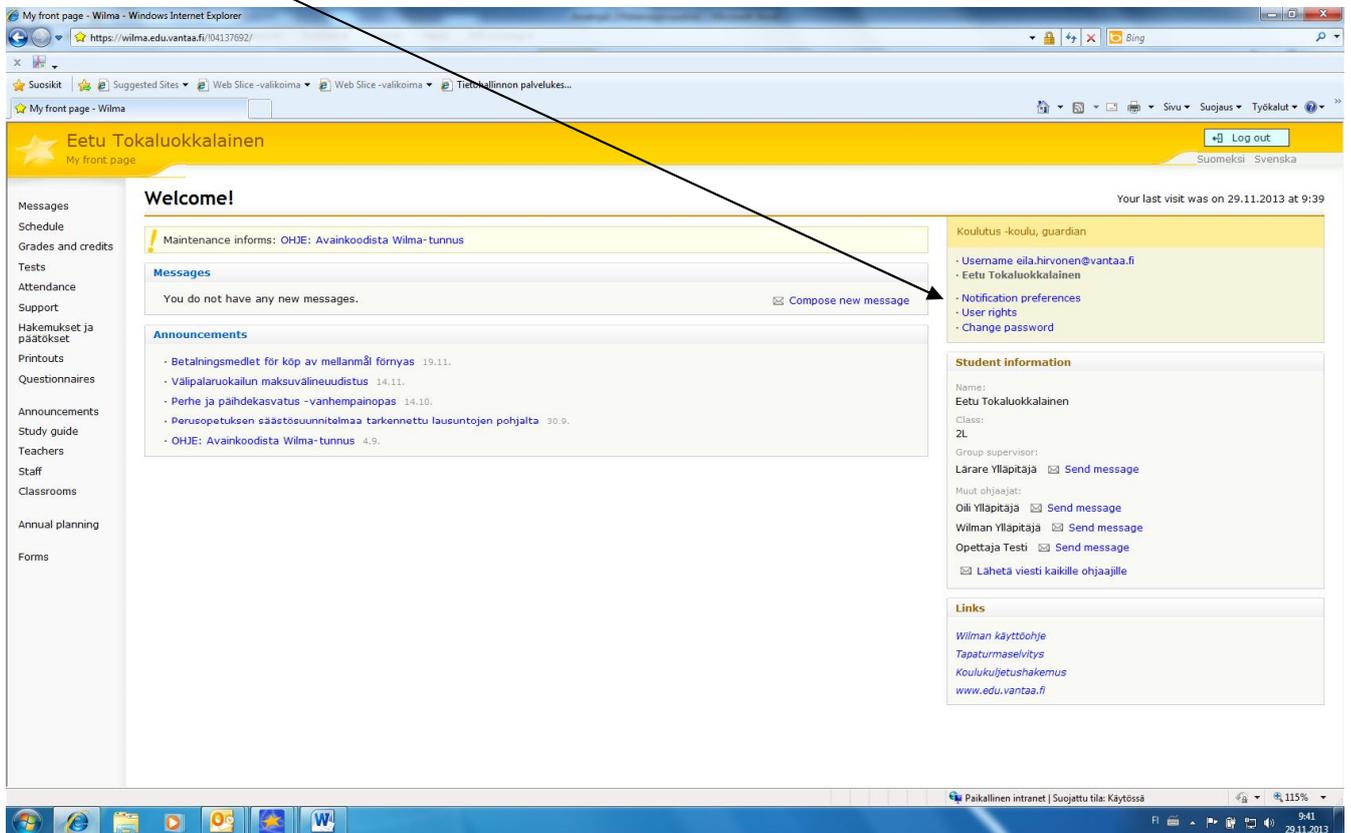


8. Check that the information you have given is correct and then click on Connect

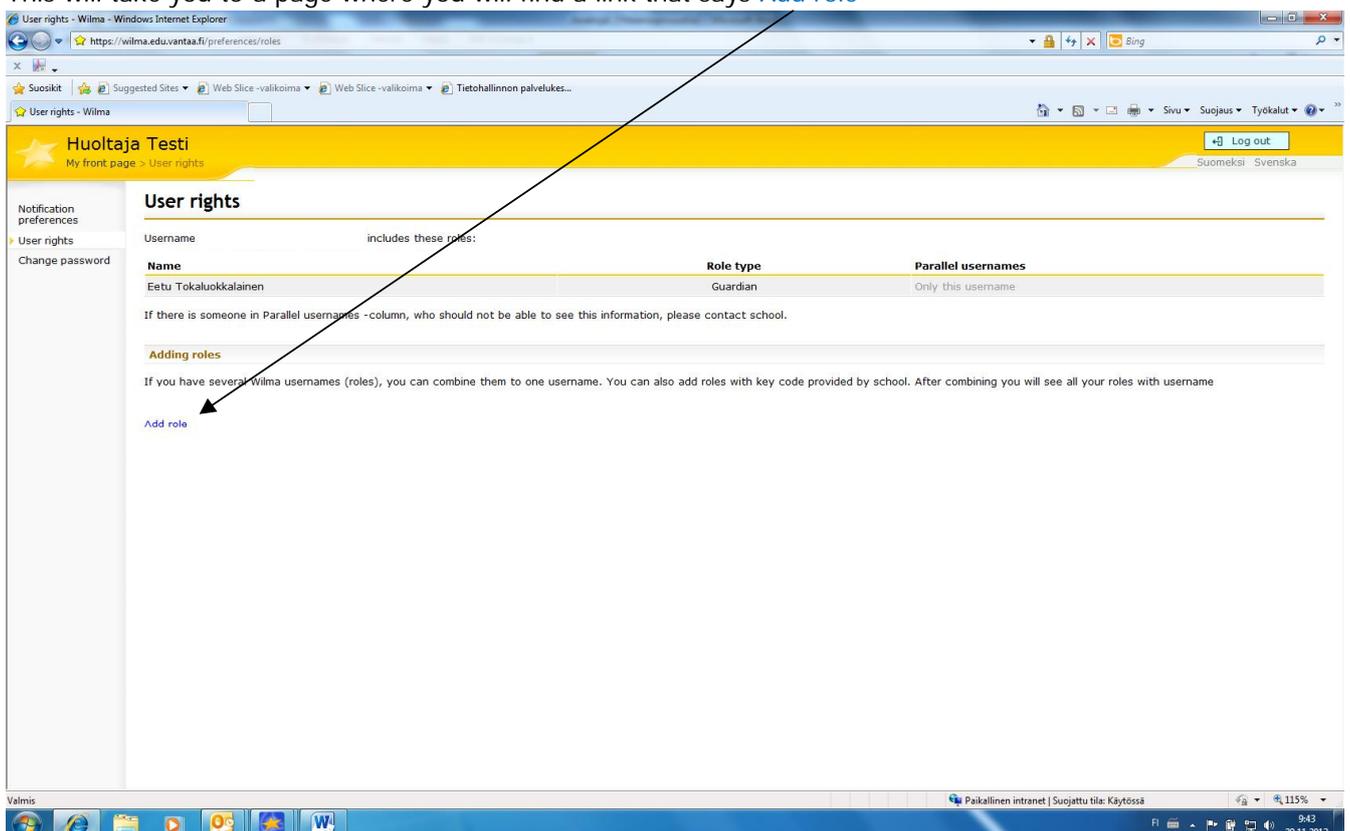


The guardian already has a personal Wilma username to which they wish to add other children in the family

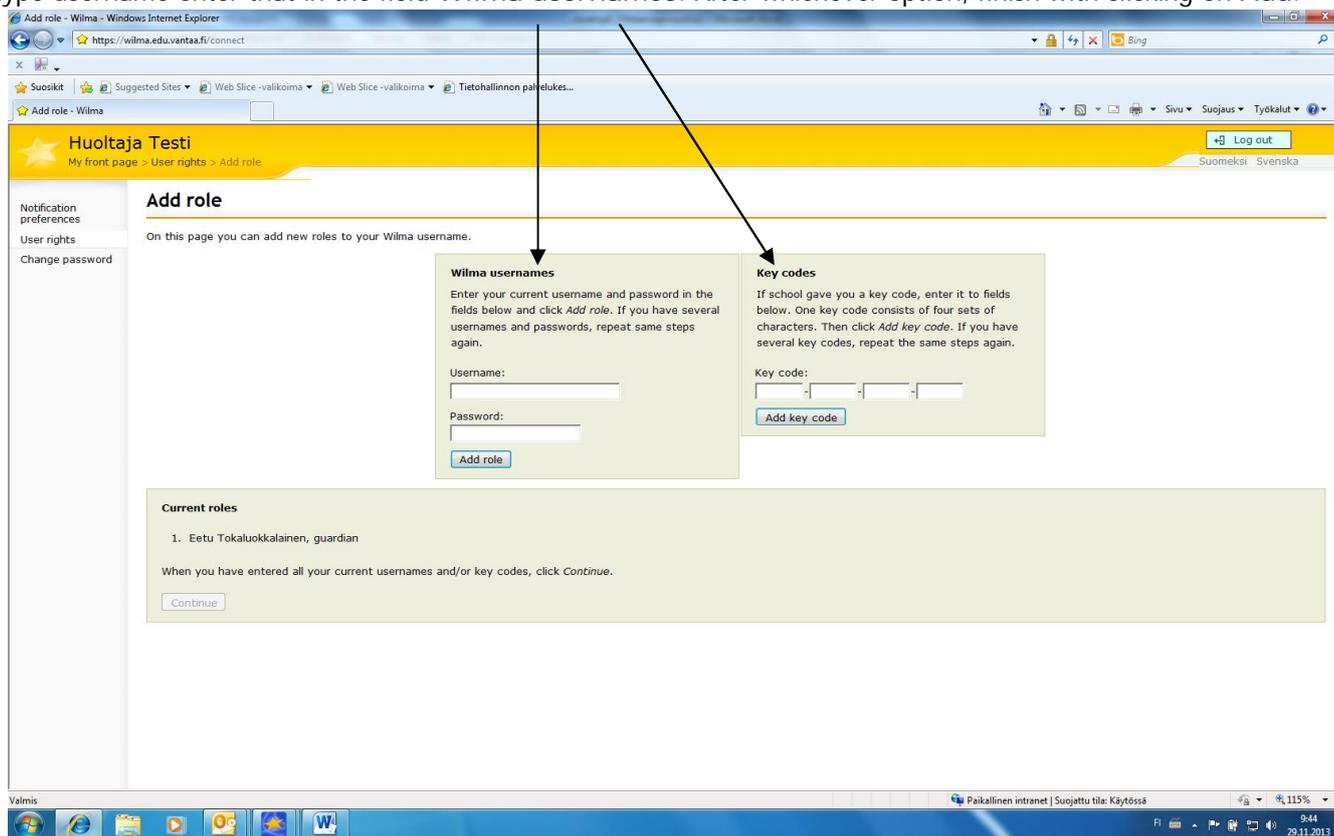
Log into Wilma as usual using your personal username and password
Click on User rights on the right-hand side of the page



This will take you to a page where you will find a link that says **Add role**



Once you are on this page, enter the key code that you have been given, or if your child has had a so-called old-type username enter that in the field Wilma usernames. After whichever option, finish with clicking on Add.



Once you have added all of the key codes/Wilma usernames, click on Continue and follow the instructions that the programme gives you.