


Creating a Wilma account using suomi.fi e-identification

When creating an account, log in to Wilma using a web browser (not the mobile application).

A) If you do not yet have a Vantaa Wilma account


1. Go to <https://vantaa.inschool.fi/connect>
2. Enter your email address and click **Send verification**. This email address will be your Wilma username.

 Your new username will be the same as your e-mail address.
Enter here the e-mail address you want to use as your username. A verification message will be sent to this email address. Click on the link in the message.

Vantaan kaupunki

*Email address

3. A verification message will be sent to your email address. Click the link in the email. You will be redirected back to Wilma. Click **Next**. (If you did not receive a message, check your spam folder.)

 **Welcome back!** Your email address has been verified.

Vantaan kaupunki

Continue by clicking Next.

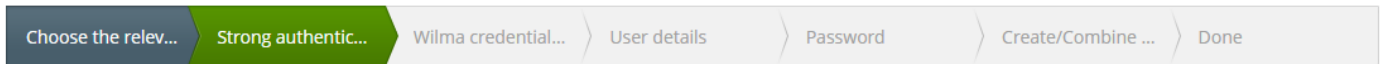
4. Choose the school your child attends and click **Next**.

Choose the relevant school

<input type="checkbox"/>	Name ⇅	Municipality ⇅	Requires strong authentication ⇅
<input type="checkbox"/>	Koulutus -koulu	Vantaa	no
<input type="checkbox"/>	Sivistysvirasto		no

[The school is not on the list](#)

5. Complete Suomi.fi e-identification by pressing **To the identification**. Identification can be completed by using e.g. internet banking credentials or a mobile certificate.



Suomi.fi e-Identification

What is this?

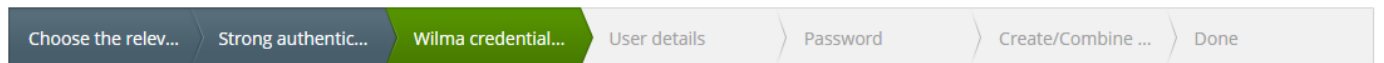
- Strong authentication means confirming a person's identity electronically.
- How do I benefit from the strong authentication in the future?
- The strong authentication lets you verify your identity and thereby get access to Wilma features that require strong authentication, such as pedagogical documents. Strong authentication is also required when applying for daycare.

How?


- You can identify yourself using netbank credentials or a mobile certificate.
- Can I skip this phase and perform the identification later?
- Yes. You can skip this step and authenticate yourself later in the user settings in Wilma.



6. Select **guardian data available through Digital and Population Data Services Agency** and click **Retrieve person**.



Wilma credentials/Key codes

 On this page you can join all your Wilma accounts. Depending on what the school has given you, do it by giving EITHER the username and password OR the key code for one account at a time.

I have...

- a key code, for example ABCDE-12345-EDCBA-67890
- one or several Wilma accounts
- guardian data available through Digital and Population Data Services Agency

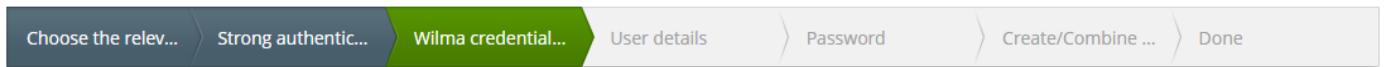
Retrieve guardian data from the e-Authorization service

 Koulutus -koulu, Sivistysvirasto

Next

7. Once you have completed the identification, select the child in question from the list. When you are done, click **Select and go to the service**.

8. You will be redirected back to Wilma. If you can see the right child under “Roles”, click **Next**.



Wilma credentials/Key codes

Roles

Wiljam Oppilas, guardian

I have...

a key code, for example ABCDE-12345-EDCBA-67890

one or several Wilma accounts

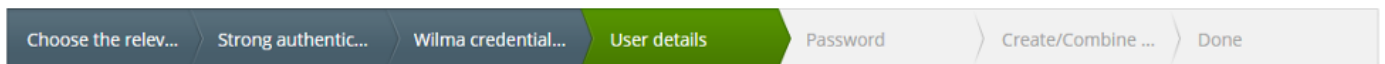
guardian data available through Digital and Population Data Services Agency

Add key code

Next

9. Your name information from the Digital and Population Data Services Agency will be displayed. Click **Next**.

(If your name has changed, you must contact the Digital and Population Data Services Agency. You cannot change your name through Wilma or the student database.)



User details

Fill in your own name below. Required fields are marked with an asterisk.

*Last name

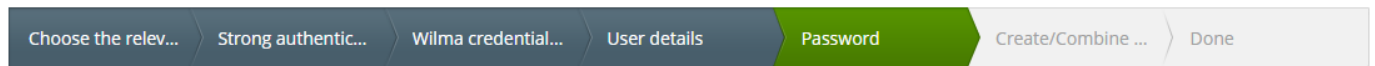
*Given names

*Preferred name

Previous

Next

10. Come up with a password. Enter the password to both fields and click **Next**.



Password

Fill in a password to be used when you log in to Wilma.

***Password**

The password has to be at least 8 characters long and it has to contain at least three of the following: big letters, small letters, numbers or other characters. Other characters are for example comma, colon and question mark.

***Repeat password**

In order to prevent spelling errors, please re-enter your new password.



11. Check the information you have entered is correct and then click **Create account**. Once you have created an account, you can log in to Wilma at <https://vantaa.inschool.fi/>. Your email address will be your username and the password is set by you.

B) If you already have a Vantaa Wilma account and want to add another child to the same account

1. Log in to Wilma at <https://vantaa.inschool.fi/> .
2. Click the settings icon in the top right corner and select User rights. Click **Add role**.

My front page > User rights

Username **vantaawilma@gmail.com** includes these roles

Name	Role type	Parallel usernames
Wiljam Oppilas	Guardian	Only this username

i If there is someone in the Parallel usernames-column who should not be able to see this information, please contact the school.

Adding roles

If you have many Wilma roles you can connect them to the same username. Add a role by submitting a key code or nother Wilma username. Some schools offer guardians the possibility to add roles by verifying the guardian data in the service provided by the Digital and Population Data Services Agency. You will see all your roles under one username **vantaawilma@gmail.com**.

Add role

3. Choose the school your child attends and click **Next**. (If you have previously used Suomi.fi e-identification in the case of another child, go to step 5)

Wilma credentials/Key cod... > User details > Password > Create/Combine username > Done

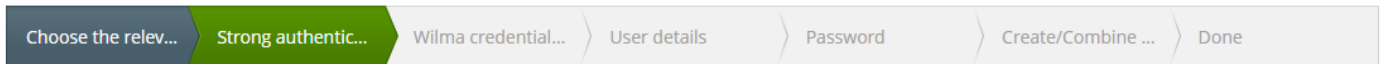
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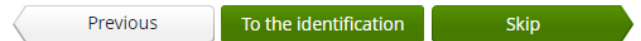
Suomi.fi e-Identification

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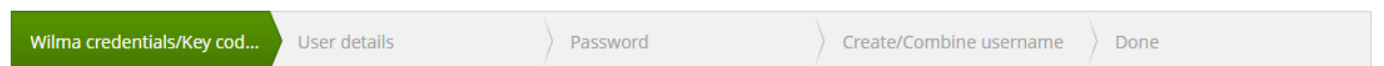
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Current roles

 Wiljam Oppilas, guardian

I have...

- a key code, for example ABCDE-12345-EDCBA-67890
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- guardian data available through Digital and Population Data Services Agency

Retrieve guardian data from the e-Authorization service

 Retrieve person

Koulutus -koulu, Sivistysvirasto

 Next

6. You will be redirected to the Suomi.fi service. Select the child in question from the list. When you are done, click **Select and go to the service**.

7. You will be redirected back to Wilma. If you can see the right child under “Roles to be added now”, click **Next**.

Wilma credentials/Key codes

Wilma credentials/Key cod... User details Password Create/Combine username Done

Current roles

✔ Wiljam Oppilas, guardian

Roles to be added now

✔ Wilma Oppilas, guardian

I have...

a key code, for example ABCDE-12345-EDCBA-67890

one or several Wilma accounts

guardian data available through Digital and Population Data Services Agency

Add key code Next

8. Check the information you have entered is correct and then click **Link**. You will receive a confirmation for a successful connection. You can now log in to Wilma with just one account. You can switch between children by clicking the name in the top right corner in Wilma.