


# Creating a Wilma account with a key code

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.

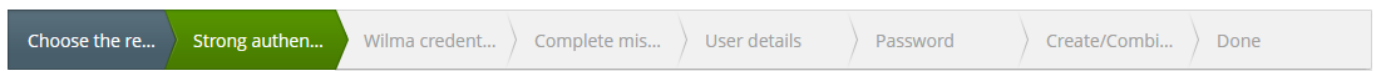
4. Choose the school your child attends and click **Next**.

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. Click **Skip**.



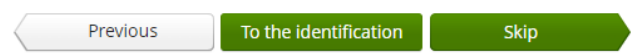
### Suomi.fi e-Identification

#### What is this?

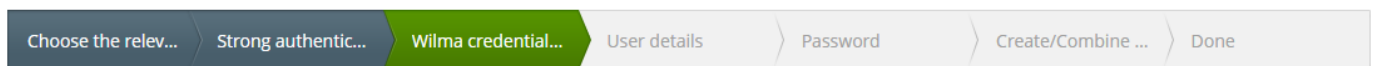
- Strong authentication means confirming a person's identity electronically.
- How do I benefit from the strong authentication in the future?
- The strong authentication lets you verify your identity and thereby get access to Wilma features that require strong authentication, such as pedagogical documents. 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 a **key code**, for example **ABCDE-12345-EDCBA-67890**. Enter the key code, then click **Add key code**, then click **Next**.



### 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...

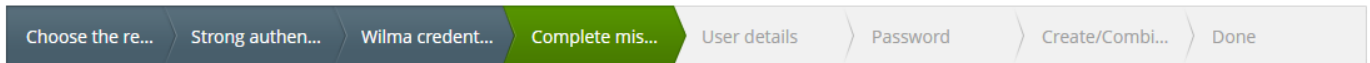
- a key code, for example **ABCDE-12345-EDCBA-67890**
- one or several Wilma accounts
- guardian data available through Digital and Population Data Services Agency (Requires strong authentication)

#### Key codes

If you have a key code, fill it in and click on Add key code. Then proceed by clicking Next, or add another account or key code when needed.



7. Fill your child's social security number/date of birth and click **Next**.



Fill in the fields below.

Wiljam Oppilas

\*Date of birth (dd.mm.yyyy)

Previous Next

8. Fill your own name (not your child's name) and click the **Next**.



User details

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

\*Last name  \*Given names

\*Preferred name

Previous Next

9. 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  \*Repeat 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.

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

Previous Next

10. 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**.

Choose the relev... > Strong authentic... > Wilma credential... > User details > Password > Create/Combine ... > Done

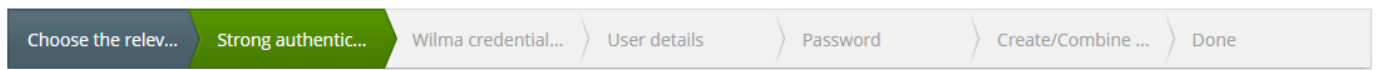
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<input type="checkbox"/>	Sivistysvirasto		no

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

**Next**

#### 4. Click **Skip**.



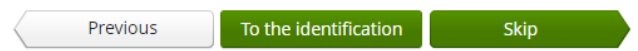
### Suomi.fi e-Identification

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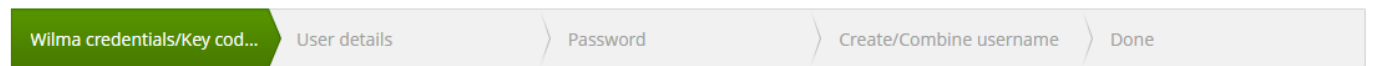
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#### Current roles

- ✔ Wiljam Oppilas, guardian

#### I have...

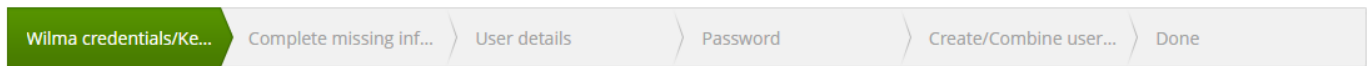
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#### Key codes

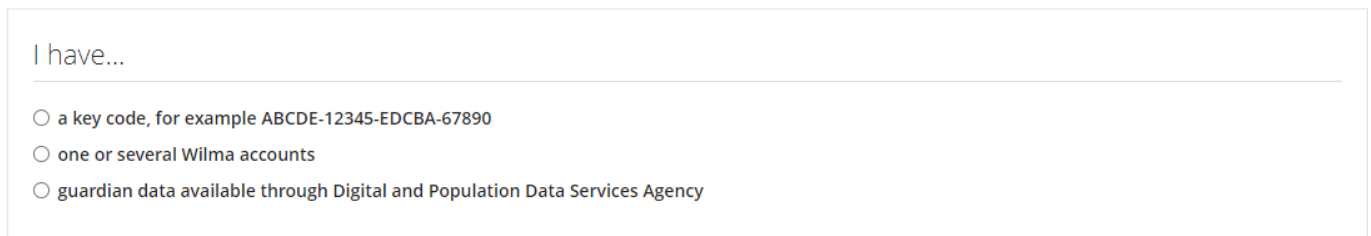
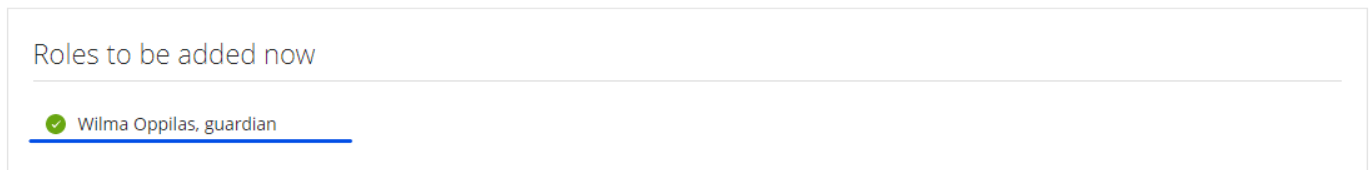
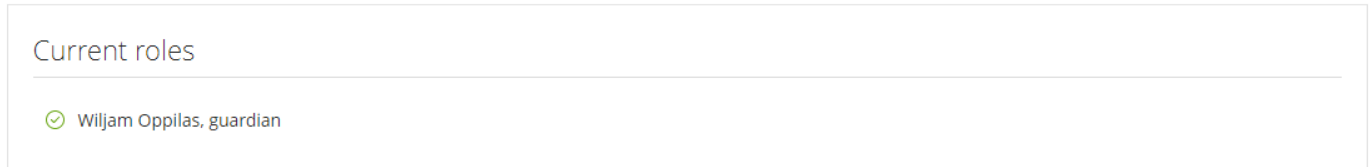
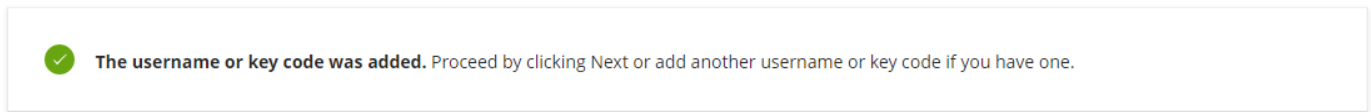
If you have a key code, fill it in and click on Add key code. Then proceed by clicking Next, or add another account or key code when needed.

6. If you can see the right child under “Roles”, click **Next**.



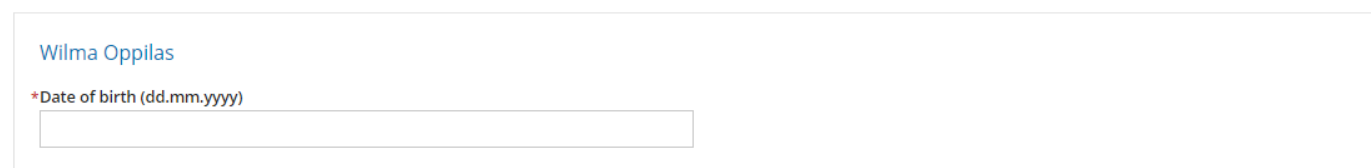
### Wilma credentials/Key codes



7. Fill your child's social security number/date of birth and click **Next**.



Fill in the fields below.



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.