

In February 2014, Wilma will start using personal Wilma usernames for parents and other guardians.

Espoo's schools use Wilma in communication between the home and school. Most guardians share their Wilma guardian username (e.g., guardian.peter.pupil) with the other parent or guardian, if any. We are moving over to personal Wilma usernames for the following reasons:

- Personal usernames are a more secure option than shared credentials
- Each guardian is able to manage his or her own username and password, along with personalised message settings
- Personal usernames enable implementation of other electronic services

- **The use of shared pupil-specific usernames for guardians (usernames of the form guardian.peter.pupil) will be discontinued at the end of February 2014**
- **Parents and other guardians will create new personal usernames in accordance with the instructions in this message.**
- **Each guardian must have a functioning e-mail address for the creation of his or her personal Wilma username. Personal username = guardian's e-mail address**

The e-mail address provided for use as the Wilma username will be used for all communication. A list of free-of-charge e-mail services is available at <http://www.apua.fi/linkit/sahkopostit.html>.

CREATING YOUR PERSONAL WILMA USERNAME IN FEBRUARY 2014

- Once the guardian creates a personal Wilma username, the shared username remains in use until the end of February, even though the system indicates that the transfer period is 30 days.
- When the other guardian of the pupil, if any, next logs in to Wilma with the shared username, he or she will see a notification on the front page of Wilma indicating that the first guardian has created a personal username.
- The other guardian has until the end of February to create a personal username of his or her own. After that date, the shared username will expire and can no longer be used for login to Wilma.
- If a personal username has not been created by the end of February 2014, the school will create a key code for creation of a personal username when so requested by the guardian (instructions for using key codes are provided at the end of this document).
- The guardian's username cannot be linked to children attending schools in different municipalities (the only exception is the Wilma application released for Windows 8 computers and Windows 8 tablets).

CREATION OF A GUARDIAN'S PERSONAL USERNAME FOR WILMA

The personal Wilma username is created at <https://wilma.espoo.fi/connect>. (If the link does not function directly, copy it to your Internet browser's address field.)

1. The new personal Wilma username is the same as your chosen e-mail address.

Enter the e-mail address you are using in the 'Sähköpostiosoite' (e-mail address) field.

Click the 'Lähetä varmistusviesti' (send confirmation message) button.

Wilma will send a confirmation message, with instructions, to the e-mail address you provided.

You may now close the browser window. Creation of your personal username is continued via the link provided in the confirmation message.

2. The confirmation message

Open the mailbox for the address you provided in the previous step, and follow the instructions in the confirmation message from Wilma.

(If you do not find a confirmation message, check that it hasn't been filtered out as junk e-mail / 'spam'. Some e-mail systems direct all automated messages straight to a junk e-mail folder. If you still cannot find the message, you may have made a spelling error when telling us the address. In that case, follow the previous step again.)

Creation of the personal Wilma username continues through the link provided in the confirmation message.

3. Linking your child/children to your personal username

Enter your shared pupil-specific Wilma guardian username (such as guardian.peter.pupil) and password in the 'Käyttäjätunnus' (username) and 'Salasana' (password) fields.

If you have more than one child going to school in Espoo, you may start with the **guardian username** associated with any of them; it makes no difference. To be able to manage the affairs of more than one child with just one guardian-specific username, enter each **shared guardian username and password pair in the field, one pair at a time**. Always click the 'Lisää rooli' (add role) button between pairs.

When you have added all of the guardian user credentials, click on the 'Jatka' (continue) button.

Then follow the instructions provided in Wilma.

4. Enter the **guardian's** name information and click on the 'Jatka' (continue) button.

Luo henkilökohtainen tunnus

Takaisin **Roolit**

1. Erikka Eränen, huoltaja
2. Eerika Eränen, huoltaja

Täytä nimitietosi alla oleviin kenttiin. Tähdellä merkityt ovat pakollisia tietoja.

Sukunimi: *
Huoltaja

Etunimet: *
Hanna

Kutsunimi: *
Hanna

Jatka

5. Provide a password to be associated with the new username. Observe the instructions regarding the password. Click the 'Jatka' (continue) button.

Luo henkilökohtainen tunnus

Takaisin **Roolit**

1. Erikka Eränen, huoltaja
2. Eerika Eränen, huoltaja

Keksi vielä itsellesi salasana Wilmaan kirjautumista varten. Salasanan tulee olla vähintään 5 merkkiä pitkä. Salasanan tulee sisältää sekä kirjaimia että numeroita, tai sekä isoja että pieniä kirjaimia.

Salasana: *

Toista salasana: *

Jatka

6. Check the information. If you see something that needs to be corrected, you can access the previous steps by using Wilma's 'Takaisin' (back) button.
7. When everything is in order, click on the 'Luo tunnus' (Create username) button.

Luo henkilökohtainen tunnus

Takaisin **Roolit**

1. Erikka Eränen, huoltaja
2. Eerika Eränen, huoltaja

Tarkista, että yllä näkyvät tiedot ovat oikein, ja klikkaa sitten *Luo tunnus*. Jos tiedoissa on virheitä, klikkaa *Takaisin*.

Nimi:
Hanna Huoltaja (Hanna)

Käyttäjätunnus:
huoltaja.hanna@starsoft.fi

Luo tunnus

You can now log in to Wilma with your new personal username at <https://wilma.espoo.fi>. From the guardian's front page, you can choose the child whose affairs need to be managed in Wilma.

In the notification settings, specify the events for which Wilma should send you notification by e-mail. Enter your mobile phone number, if any, for the related SMS functions under development (use the format 0501234567 for the phone number).

Henkilökohtaisen tunnuksen luominen onnistui

Tunnuksen luominen onnistui. Voit nyt kirjautua Wilmaan käyttäjätunnuksella **huoltaja.hanna@starsoft.fi**

[Takaisin etusivulle](#)

INSTRUCTIONS ONLINE:

- [Instructions for creating a personal username from the shared username](#)
- [Instructional video on creation of a Wilma username with a key code](#)
- [Instructions for creating a Wilma username with a key code](#)
- [Changing a joint Wilma account to a personal account](#)
- [Creating a Wilma account with a key code \(guardians\)](#)
- [Linking children to your personal Wilma username](#)

Hanna Huoltaja Oma etusivu Kirjautu ulos

Ilmoitusasetukset Käyttöoikeudet Salasanan vaihto

Tervetuloa, Hanna Huoltaja! Edellinen käyntisi oli 21.2.2011 klo 17:01

Erikka Eränen, 1A
Ryhmänohjaaja: Kuuno Kuperkeikka
2 uutta viestiä

Eerika Eränen, 06B
Ryhmänohjaaja: Leevi Leppärousku

Valitse rooli
• Käyttäjätunnus: hanna.huoltaja@starsoft.fi
• Erikka Eränen
• Eerika Eränen

Wilma quick help for guardians

Address for Wilma login in Espoo:
<https://wilma.espoo.fi>

Further information is available from your school secretary