

Creating a Wilma account by using Suomi.fi identification

Applying for after-school activities is done via Wilma. For that, you need to have a Wilma user account. As the guardian of your child, you can create an account from 11 March 2024 onwards by following these instructions.

You can create a Wilma user account by using Suomi.fi identification, whereby your guardian information is retrieved via the Digital and Population Data Services Agency. If you already have a Wilma account, you can add your child who is starting school to it.

To create an account, you need a working email address and online banking credentials or a mobile certificate. If you are unable to create an account in accordance with these instructions, please contact the school secretary of your child's school.

When creating a Wilma account, use a web browser, not the Wilma mobile app.

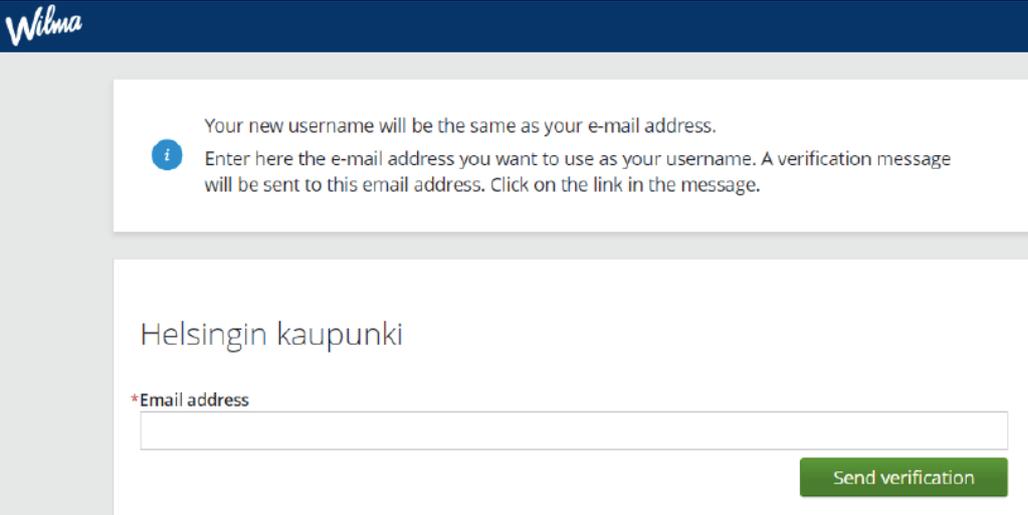
Below are instructions for two different scenarios:

- A. creating a new Wilma account when you do not have an existing Wilma account for the City of Helsinki
- B. adding a child who is starting school to an existing Wilma account.

A. Creating a new Wilma account

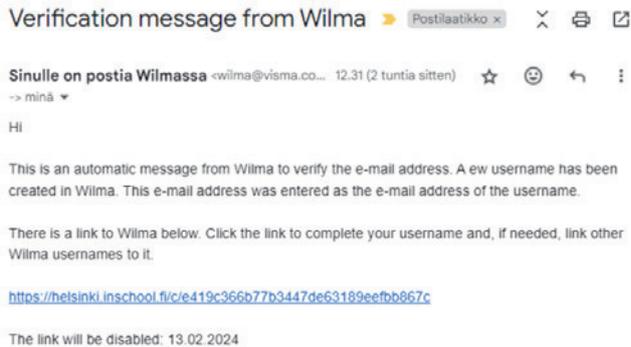
(you do not have an existing Wilma account for the City of Helsinki)

1. Open your browser and go to <https://helsinki.inschool.fi/connect> if your child goes to a school of the City of Helsinki, or to <https://yvkoulut.inschool.fi/connect> if your child goes to a private or state school.
2. Enter your email address into the designated field and click the **Send verification** button. This email address will serve as your Wilma username.

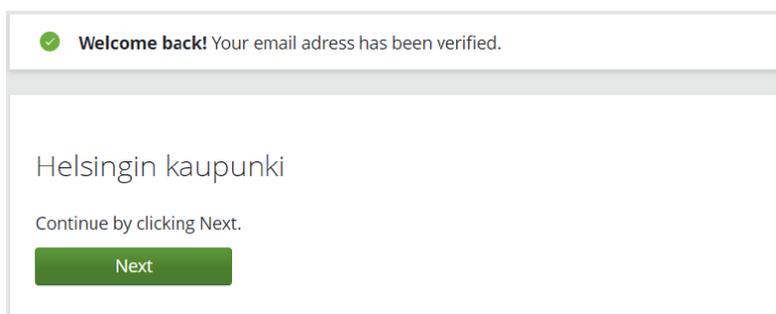


The screenshot shows the Wilma web interface for account creation. At the top left is the Wilma logo. Below it, a blue header bar contains the text "Helsingin kaupunki". The main content area has a light gray background. It features an information icon (i) followed by the text: "Your new username will 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." Below this text is a white input field with the label "*Email address" and a green "Send verification" button to its right.

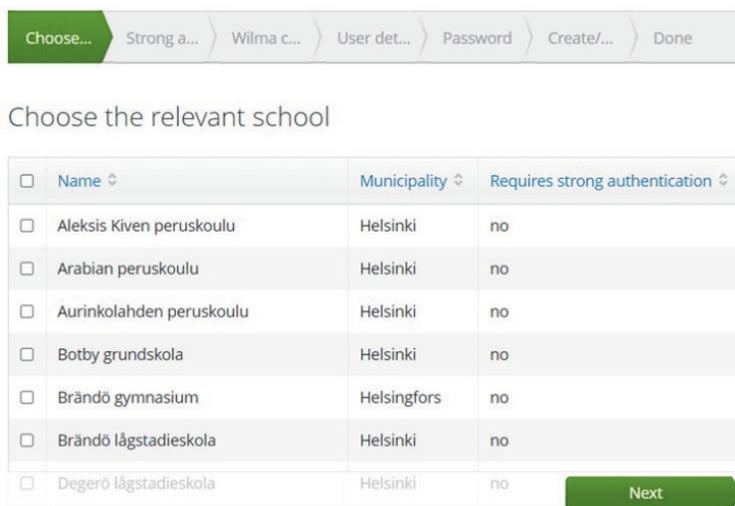
3. Log in to your email account, open the message sent from Wilma and click the link included in the message. It may take several minutes for the message to arrive. If you do not receive the email message from Wilma, please contact your child's school. Before doing so, you should also check the spam folder of your email account.



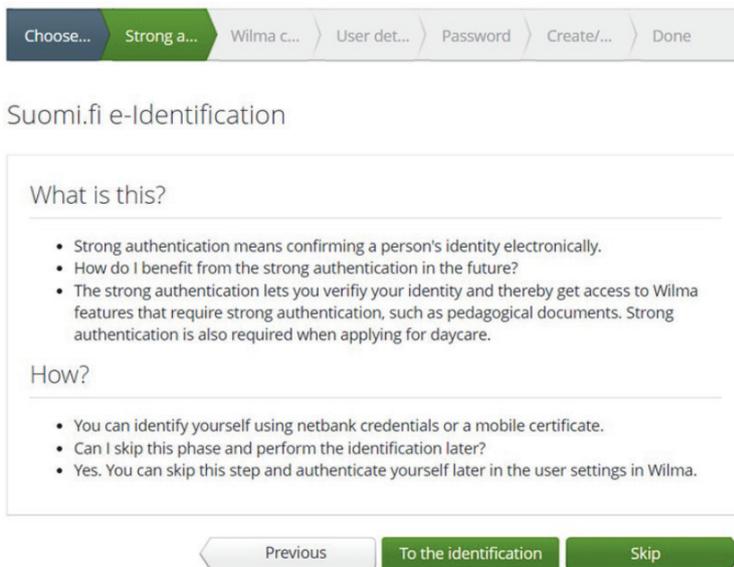
4. The link in the email message will take you back to Wilma, where you can continue creating an account by clicking the **Next** button.



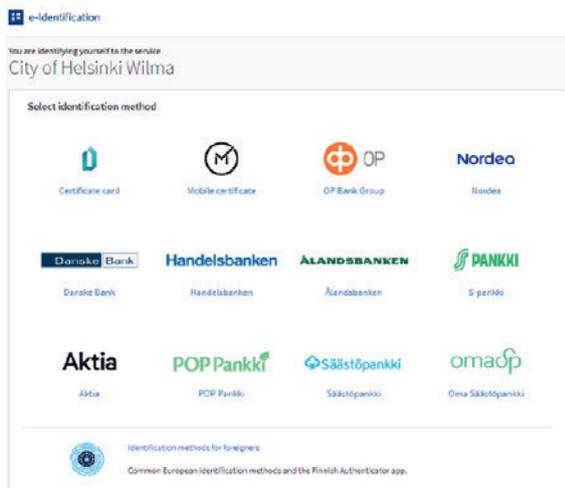
5. Under 'Choose the relevant school', select your child's school from the list and then click the **Next** button. The schools are listed alphabetically.



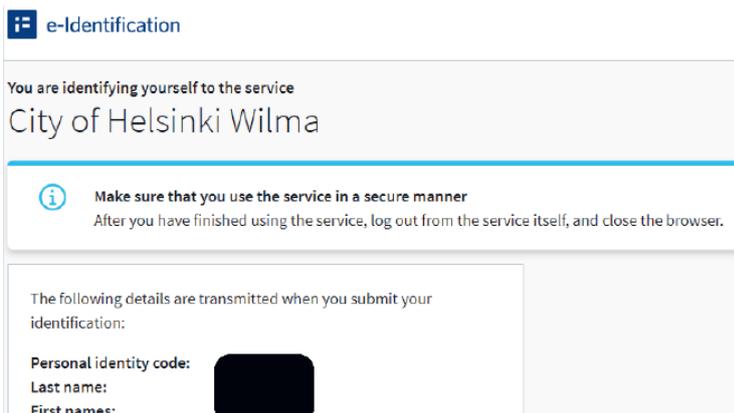
6. On the 'Suomi.fi e-Identification' page, click the **To the identification** button. (Click the **Skip** button only if you have a key code.)



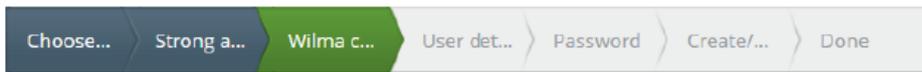
7. Log in with your banking credentials or mobile certificate.



8. On the personal details verification page, click the **Continue to service** button. If your details are incorrect, please contact the Population Data unit of the Digital and Population Data Services Agency: tel. +358 29 553 6220.



9. On the 'Wilma credentials/Key codes' page, select 'guardian data available through Digital and Population Data Services Agency' and click the **Retrieve person** button.



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

If you have a non-disclosure for personal safety reasons, select 'key code' and enter the code you have received from the school. Please contact the school secretary of your child's school if the strong identification process or your key code does not work.

10. Select the child whom you want to add to your new Wilma account. Click the **Select and go to the e-service** button (the button becomes active when you select your child).

 In English (EN) ▾

[← Cancel](#) [Represent a company](#)

Act on behalf of another person

Select the person on whose behalf you want to act

Filter by name or identifier

1 person, 1 selected

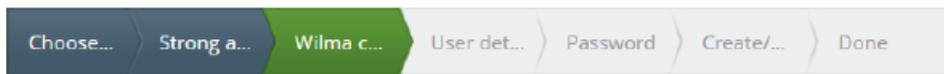
Name	Identifier
<input checked="" type="radio"/> [REDACTED]	[REDACTED]

Selected persons



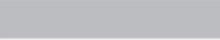
[Select and go to the e-service](#) [Request mandates](#)  [Cancel](#)

11. You will return to the 'Wilma credentials/Key codes' page and see the name of the child added to the account under 'Roles'. Proceed by clicking the **Next** button.



Wilma credentials/Key codes

Roles



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



12. On the 'User details' page, click the **Next** button.



User details

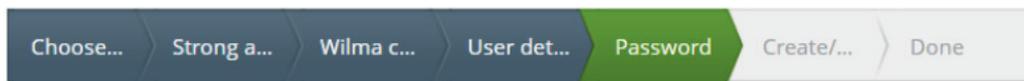
Fill in your own name below. Required fields are marked with an asterisk.

*Last name

*Given names

*Preferred name

13. On the 'Password' page, enter the password of your choosing into the 'Password' and 'Repeat password' fields. Your password must be at least 8 characters long and feature at least three different character types: upper case letters, lower case letters, numbers or special characters (comma, exclamation point, question mark, etc.). Then, click the **Next** button.



Password

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

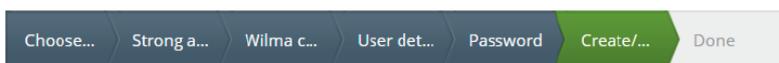
***Password**

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.

14. On the 'Account details' page, check that the information is correct and click the **Create username** button.



Account details

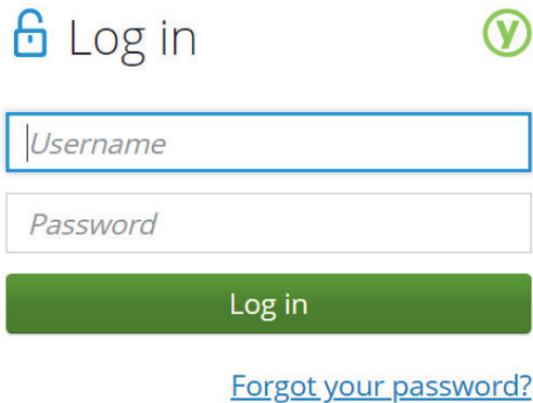
Name

Username

15. You will receive a message verifying that your username was created successfully. You can now use your username to log in to Wilma. Click the 'Back to front page' link to return to the Wilma login page.

 Your personal username was created successfully. [Back to front page](#)

16. Log in to Wilma by entering your email address into the 'Username' field and your password into the 'Password' field and then clicking the **Log in** button.



The login form features a blue padlock icon and the text 'Log in' at the top left, and a green circular icon with a white 'Y' at the top right. Below this are two input fields: the first is labeled 'Username' and the second is labeled 'Password'. A green 'Log in' button is positioned below the password field. At the bottom, there is a blue hyperlink that reads 'Forgot your password?'.

If you are having trouble with creating a Wilma account

If you are unable to create a user account, please contact the school secretary of your child's school.

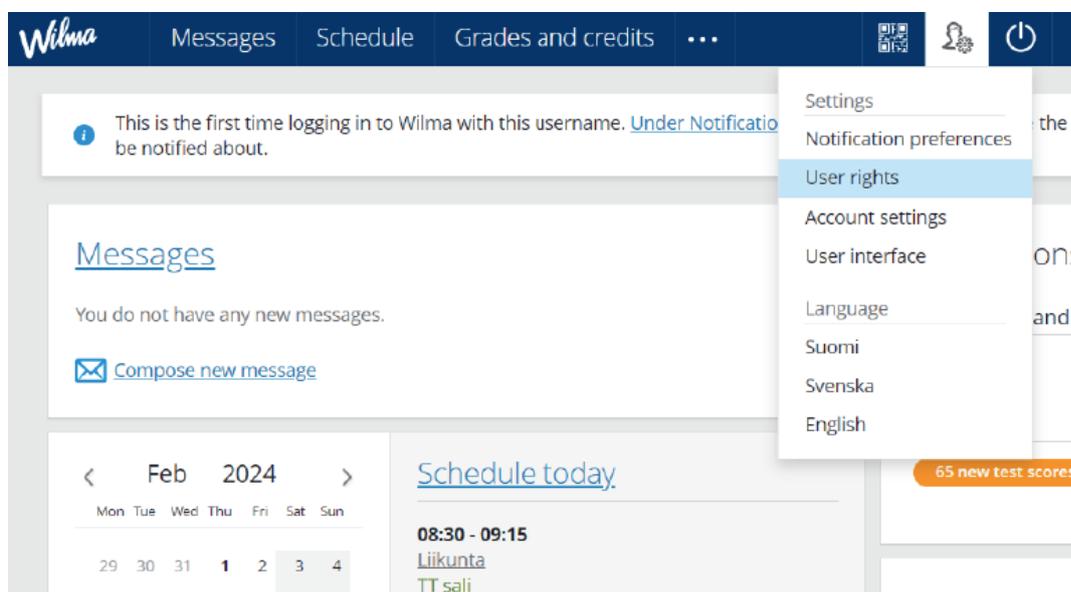
If your child's details retrieved via the Digital and Population Data Services Agency are incorrect, please contact the Population Data unit of the Digital and Population Data Services Agency: tel. +358 29 553 6220, Mon–Fri 9.00–15.00.

The Service Information Department of the Education Division can provide you with general advice: Tel. +358 9 310 44986, Mon–Fri 10.00–12.00 and 13.00–15.00

B. Adding a child who is starting school to an existing Wilma user account

If you already have a Wilma user account for the City of Helsinki, you can add another child to the same account.

1. Log in to Wilma at <http://helsinki.inschool.fi>.
Open the 'User rights' section (in the 'Settings' menu in the top right corner).



The screenshot shows the Wilma web application interface. At the top, there is a dark blue navigation bar with the Wilma logo, 'Messages', 'Schedule', 'Grades and credits', and a menu icon. On the right side of the bar are icons for a QR code, a user profile, and a power button. A dropdown menu is open from the power button, listing 'Settings', 'Notification preferences', 'User rights' (which is highlighted in blue), 'Account settings', 'User interface', 'Language', 'Suomi', 'Svenska', and 'English'. Below the navigation bar, there is a notification area with a blue information icon and text: 'This is the first time logging in to Wilma with this username. Under Notification be notified about.' Below this is a 'Messages' section with a blue link and the text 'You do not have any new messages.' and a 'Compose new message' button. At the bottom, there is a calendar for February 2024 and a 'Schedule today' section showing a time slot from 08:30 to 09:15 with activities 'Liikunta' and 'TT sali'. A badge in the bottom right corner indicates '65 new test scores'.

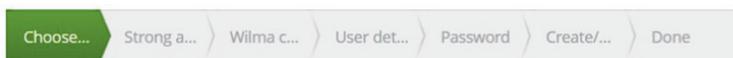
- In the 'Adding roles' section, click the Add role button.

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 XXXXXXXXXX

Add role

- Under 'Choose the relevant school', select your child's school from the list and then click the **Next** button.

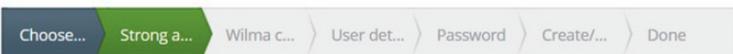


Choose the relevant school

<input type="checkbox"/>	Name ↕	Municipality ↕	Requires strong authentication ↕
<input type="checkbox"/>	Aleksis Kiven peruskoulu	Helsinki	no
<input type="checkbox"/>	Arabian peruskoulu	Helsinki	no
<input type="checkbox"/>	Aurinkolahden peruskoulu	Helsinki	no
<input type="checkbox"/>	Botby grundskola	Helsinki	no
<input type="checkbox"/>	Brändö gymnasium	Helsingfors	no
<input type="checkbox"/>	Brändö lågstadieskola	Helsinki	no
<input type="checkbox"/>	Degerö lågstadieskola	Helsinki	no

Next

- Go to the 'Suomi.fi e-Identification' page.



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?

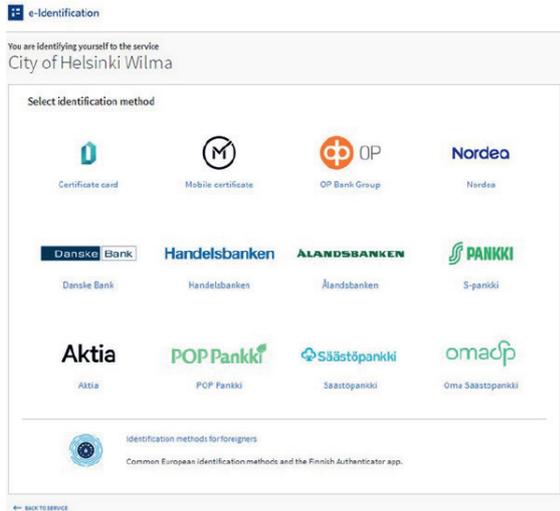
- You can identify yourself using netbank credentials or a mobile certificate.
- Can I skip this phase and perform the identification later?
- Yes. You can skip this step and authenticate yourself later in the user settings in Wilma.

Previous

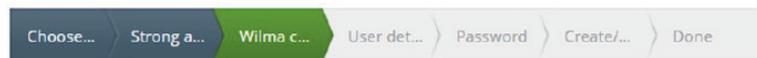
To the identification

Skip

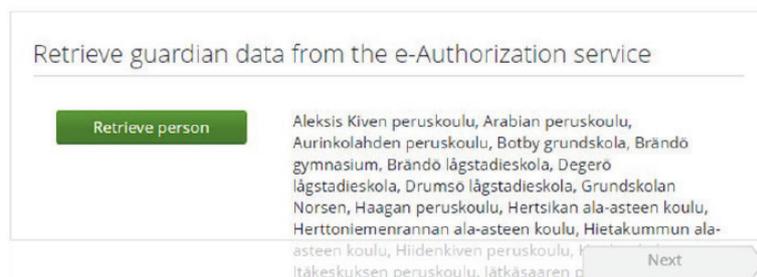
5. Log in with your banking credentials or mobile certificate.



6. Follow the instructions until you return to Wilma and the 'Wilma credentials/Key codes' page. Select 'guardian data available through Digital and Population Data Services Agency'. Click the **Retrieve person** button.



Wilma credentials/Key codes



If you have a non-disclosure for personal safety reasons, select 'key code' and enter the code you have received from the school.

7. Follow the instructions and fill in the requested details until your child has been added to your Wilma account. If necessary, refer to the more detailed instructions for scenario A, from section 10 onwards.

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Applying for after-school activities via Wilma

You can find information about after-school activities at hel.fi/iltapaivatoiminta.

The application period for after-school activities for the 2024–2025 school year is 11 March–17 April 2024.

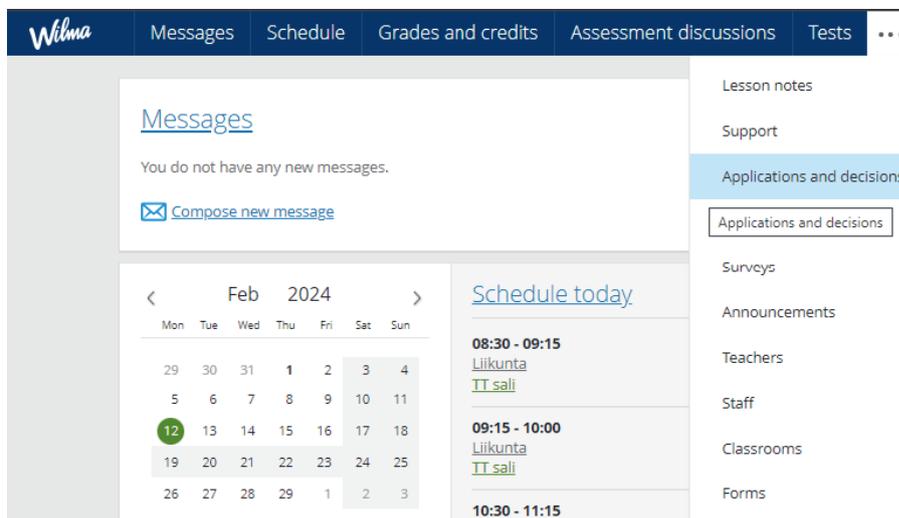
You can search for and read about afternoon activity sites at hel.fi/afterschoollocations or on the Service Map by entering 'after-school activities' as the search term.

Applying for after-school activities is done primarily via Wilma. If you do not have a guardian Wilma account, you can find instructions for creating one at hel.fi/wilma.

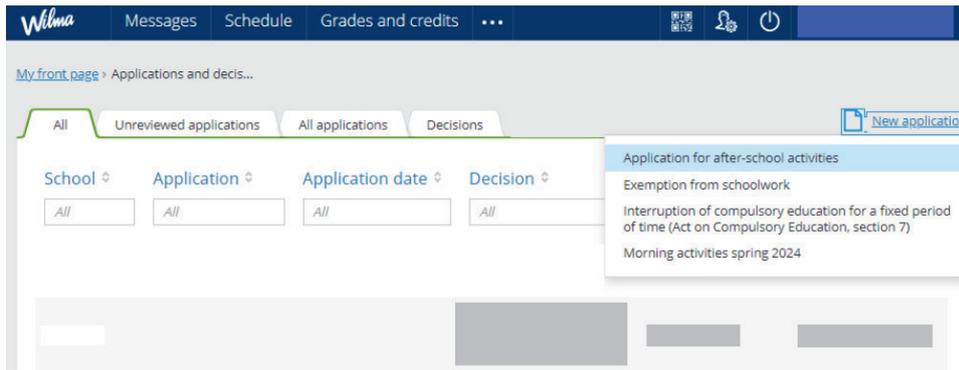
Please note! You can fill out an application form in Wilma to select the most suitable after-school activity site near the school and apply for a place there. If you want to apply for a place somewhere else in Helsinki, use the PDF application form. You can find the form at hel.fi/iltapaivatoiminta.

How to apply for after-school activities via Wilma:

1. Log in to Wilma (<https://helsinki.inschool.fi>). Use a web browser, not the Wilma mobile app.
2. If you have several children registered in Wilma, select which child you would like to sign up for after-school activities.
3. Select 'Applications and decisions' from the top menu of Wilma.



4. Select 'New application'.



5. Select 'Application for after-school activities'.

6. Fill out the application and save the information.

7. Wait for a decision. Those who apply within the application period will receive their decision by post in July. We do not provide intermediate information regarding the after-school activity places during the preparation of decisions.

An after-school activity place will be offered to first and second graders who applied within the application period. If no place can be provided at your preferred activity site, a place for your child will be offered at another activity site in your area.

Any applications received outside the application period will be processed after the start of the school year, with the place situation taken into account. If you apply outside the application period, we cannot guarantee a place for your child.