INSTRUCTION TO CREATE A NEW WILMA-ID AND
TO APPLY FOR PRE-PRIMARY EDUCATION VIA ONLINE SERVICE WILMA

The City of Rauma has in its use for pre-primary and basic education the online service WILMA interface for the management system of pupils. On Wilma, guardians can, for example, enroll their children for pre-primary education, apply for possible transport to a pre-primary location and enroll the child for the 1st grade of comprehensive school and apply for afternoon activity of pupils.

During the pre-primary education year, the guardians receive messages and bulletins via Wilma and they themselves can communicate with the pre-primary education teacher. In pre-primary education, a personal learning plan is made for every child which is available to be seen for guardians on Wilma.

In addition, as to basic education, the guardian can follow the pupil's study success, notes for lessons and non-attendances and receive various bulletins from the school and apply for school transport.

To use Wilma, you need a personal ID (including username and password). If the guardian does not have the ID (e.g. concerning elder children), the ID is asked to be created when you enroll the child for pre-primary education according the instructions below.

Creating the ID (= to add a guardian role on Wilma) is based on the operational **email address** and a temporary **keycode** which is found in the attached bulletin of enrolment for pre-primary education**.**

The same guardian's ID for Wilma is valid throughout the comprehensive schools of the City of Rauma up to the 9th grade (for those who enroll for The English Kindergarten of Rauma and The Freinetschool of Rauma (Rauman freinetkoulu), the ID is valid only for pre-primary enrolment). The Wilma-ID is personal and with this keycode it is possible to create an ID only for one guardian. As pre-primary education has started in the autumn, it is possible to have a keycode for the other guardian as well to create his/her own guardian ID. Requests for the keycode are sent by email to varhaiskasvatus@rauma.fi.

If you have any queries or problems in using Wilma, please contact (in office hours) Guidance Adviser in Early Childhood Education Merja Goossen, tel. 0447934578 merja.goossen@rauma.fi or Planning Secretary in Education Sector Arto Kiili, tel. 044 793 3228 arto.kiili@rauma.fi.

INSTRUCTIONS

stage 1 = create a Wilma-ID
+ **stage 2** = enroll a child for pre-primary education

STAGE 1	Create a new Wilma-ID or add a new role (child) to an already existing ID (an ID can be created even though the enrolment period had not started yet)

1. Log in internet-address **https://wilmapk.rauma.fi/connect**
2. Enter your email address (which in future is also your username) and click "Next"-button.
3. Wilma sends a confirmation message into your e-mail. Log out Wilma and log in your e-mail.
4. The message you have received in your e-mail from Wilma contains a link, then, click the link and you get back on Wilma to continue to create your ID.
5. You have received **a keycode** to create the ID, so choose among "I have.." -options "keycode" and enter the keycode into four-box square that pops up. Click "Next"-button. The name of the child to be enrolled for pre-primary education appears as "Role" above the title "I have…" ("guardian" after the name of the child indicates your role). Then, click "Next".

6. Enter **the child's** date of birth/personal identity number (NB. spelling) and click "Next".
7. a) **If you are creating a new Wilma-ID**, please fill in **your own information** (NOT the child's information) in relevant fields and click "Next".
   b) **If you are adding a new role (child) to an existing Wilma-ID**, your own information and information of your roles (= that is children's information) are displayed to be verified. When the information is correct, click "Link" and the new role (child) is added on Wilma. You can move on to enroll the child for pre-primary education.
8. Create **a password** which fulfills the criteria, enter it into password fields and click "Next".
9. Verify the information displayed (your own name, your username, your role, that is, the child's name followed by "guardian"). Then, click "Create ID".

   Now, you have the Wilma-ID which consists of username (your e-mail address) and password. You can access to the login page of Wilma via the link "Front page" and you can start to enroll a new pupil to pre-primary education.
   In the future, the login page for Wilma is **wilmapk.rauma.fi** (previous address with the ending "connect" is only used when adding new roles on Wilma).

STAGE 2	Enrolment a child for pre-primary education
	(a form is displayed on Wilma during the registration period)

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1. If you have accessed into the system via "Front page" -link, you are on the login page **wilmapk.rauma.fi**.
2. Enter your username (your e-mail address) and your password, then click "Log in".
3. At the top of the opening screen, in the right side of the blue bar you see that child's name (of yours) and his/her pre-primary location (at this stage still xPre-primary-newcomers - school [eska-ritulokkaat - koulu]) of whose information you are viewing. If you have just created a new ID you have only one child on Wilma so far.
4. Choose in the upper blue bar "**Forms**"-tab.
5. You have an access to a registration form by clicking the link "**Enrolment for pre-primary education**". If the link is not visible the enrolment has not probably begun yet.
6. Verify (based on the information of the Population Information System) prefilled information and fulfill the other items carefully by selecting an option in the menu displayed or by entering. **Fulfill/correct possibly missing/erroneous guardian information.**
   Options for pre-primary education (preferred and second choices) are defined so that you have to choose an option for **both** (you cannot leave a choice empty or choose the same option for both).
7. Submit the enrolment by clicking the button "**Save information**". Wilma displays an announcement that the information has been recorded. The announcement will close by clicking "**OK**".
8. Quit Wilma by clicking power-button in the right edge of the upper blue bar (this will log you out of the system).

NB. Reported **information can be modified during the whole registration period** between 3rd - 16th February 2020. When the registration period has ended the guardian's Wilma-ID will be deactivated temporarily (concerning the child enrolled to pre-primary education) and will be re-activated again when decisions on pre-primary places have been made. The modification of information can be done by proceeding the Stage 2 (Enrolment a child for pre-primary education) again. When the form displays, the information that has been recorded previously is displayed and you are able to modify it. **Please, remember to save all the possible modifications!**