Wilma-oppilashallintojärjestelmä käyttöön esi- ja perusopetuksessa 1.8.2020 alkaen

Wilma student administration system to be introduced in pre-primary and basic education starting from 1.8.2020

The Wilma student administration system will be introduced in the pre-primary and basic education of Tampere in the beginning of the school year 2020-2021. The current Helmi system will no longer be available after 31.7.2020.

The custodians of the pupils in pre-primary and basic education will create their user-ID's for the Wilma student administration system themselves before the school year 2020-21 starts. The ID's can be created from 1.8.2020 onwards. One logs into Wilma by using strong identification, through the Suomi.fi Web Service. Needed for logging in are the mobile ID, online banking codes or a certificate card. Only by using this strong identification is it possible to connect the child with one's own identifiers. This is called 'delegation'.

Those custodians who are not able to use strong identification yet need Wilma identifiers can obtain the so-called key code for creating an identifier from the pre-primary education or the pupil's school, at the beginning of the school year. For a person who is not an official custodian of the child but has so-called entitlement to information pertaining to the child will also obtain the key code for creating a Wilma identifier from the pre-primary education or school at the beginning of the school year, subject to the written consent of the official custodians.

- The custodians who work in a teacher's or staff role within the pre-primary and basic education of Tampere and who have dependants in the pre-primary and basic education of Tampere, will create separate custodian identifiers for Wilma by using an email address other than that of the workplace.

- Custodians who already have Wilma identifiers through their own work or through another dependant can create Wilma identifiers as normal for their dependant within the pre-primary and basic education of Tampere. Even though the system is the same, each municipality, as well as the upper secondary schools, have their own separate database that requires separate identifiers.

Hence, all custodians must create new Wilma identifiers for the Wilma system of the pre-primary and basic education of Tampere, even if a custodian already has an existing Wilma user identifier.

Ohjeet tunnusten luomiseen ja omien lapsien liittäminen tunnukseen

Instructions for creating the identifiers and for incorporating one's own children with the identifier

Custodian's strong identification and delegation

To log into Wilma a so-called strong identification is used, by means of Suomi.fi Web Service. In order to log in you need your mobile ID, online banking code or certificate card. Only by means of strong identification is it possible to incorporate one's child with one's own identifiers. This is called 'delegation'.

Stages of validation and delegation

1. Log into Wilma at:
   opetustampere.inschool.fi/connect

2. Enter your email address and 'submit confirmation message'.
   a. Open your email. →Open Wilma confirmation message, by clicking on that which enables you to proceed with creating the identifier.
   b. Attn! Should the message not appear in your email, please check your spam folder.

3. Select your child's school from the list and click on 'next'. Take out your online banking codes or the mobile ID of your cell phone.
   a. Proceed to identification.

4. Log into your online bank.
   a. From the window that open in Wilma select the item 'custodian information available via the Population register centre'.
   b. Click on 'find you dependant'. The system will take you back to Suomi.fi where you can select your dependants present in Tampere basic education.
   c. You may only select one child at a time.
   d. You can select more children by clicking on 'custodian information available via the Population register centre' again and selecting the next child.
   e. Once all your dependants are shown in the item 'Roles' on the 'Wilma identifiers / Key codes' page, select 'next' at the bottom of the page.

5. Proceed with the instructions given by Wilma.
   a. Check your own data.
   b. Create a password for Wilma (the password must be at least 8 characters long and include at least three of the following: upper-case letters, lower-case letters, numbers or special characters).

c. Double check the details you had entered and create an identifier.
d. The email address you have given will be the username for Wilma.

Logging into Wilma via browser:

Once you have created the Wilma identifiers for yourself, you will be able to log into Wilma via the browser, at: https://opetustampere.inschool.fi

Downloading the mobile application and logging into the application

1. Search for the Wilma App from the Google Play store or App Store
2. Download the application for yourself
3. Log into the application with your user code and password
4. Select Wilma: **City of Tampere, basic education**

Instructions for combining several identifiers in the Wilma mobile application
In the mobile application it is possible to combine all Wilma identifiers independently from the municipality/school.

If a custodian has existing Wilma identifiers for another Wilma (e.g. for a neighbouring municipality, upper secondary education, or Näpsä Crafts School):

1. Open the current Wilma mobile application
2. Go to the menu and select User accounts
3. Add, by using the + button, a new Wilma address (select Wilma)
4. Search from the menu City of Tampere, basic education
5. Log in with your new Wilma identifiers that you have created for the pre-preparatory and basic education of Tampere
6. In this way, you will be able to combine the different Wilma identifiers with each other, independently from the municipality/school
7. Via User accounts one may always get to choose whose user account to use

In the mobile application the user codes stay logged in, so the user may move between the user codes/roles via the User accounts page.