

# Creating a Wilma account with a key code guardians

## Step 1 Go to the Internet address <https://sauvo.inschool.fi/connect>

Fill in the email address you want to use when accessing Wilma.  
The email address will be your user name.  
Click on Send message.

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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 address.

\*E-mail

## Step 2 Verification message

Log in to your email and open the message from Wilma.  
Click on the link in the message or copy the link and paste it into your browser.

Hi

This is a verification message from Wilma to make sure this e-mail address is correct. New username has been created in Wilma. This e-mail address was entered as the e-mail address of the username owner.

There is a link to Wilma below. Go to this page and follow the orders to complete your registration.

<http://localhost/c/a47724f21d1143be1b6236bfd35351f4>

You can remove this message, if you have not created new Wilma username for yourself.

## Step 3 Type in the key code

Log in to your email and open the message from Wilma.  
Click on the link in the message or copy the link and paste it into your browser.

I have...

- a key code, for example ABCDE-12345-EDCBA-67890
- one or several Wilma accounts

Key codes

If you have a key code, fill it in and move to the next step.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Step 4 Social security number or date of birth

Fill in the information, either the social security number or date of birth. The social security number should be given in the format of 150699-1234, or 150600A1234 (those born in the 21st century), date of birth in the format dd.mm.yyyy

Fill in the fields below.

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

<input type="text"/>
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## Step 5 Your name

Fill in your name, not your child's name!

User details

Fill in your personal information below. The required fields are marked with an asterisk.

\*Last name  \*Given names

\*Nickname

## Step 6 New password

A password of at least 8 characters is needed, and it should contain at least three of the following: Capital letters, lower-case letters, numbers or special characters.

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.

Choose your new Wilma password.

\*Password  \*Repeat password

## Step 7 Confirmation

If everything is correct, you may proceed by clicking Create username

Name  
Exampler Ella Mary-Anne (Ella)

Username  
ella.exampler@mail.com

Roles

- Elisabeth Exampler, guardian