

Messages through eVaka

Instructions for guardians
10 December 2021

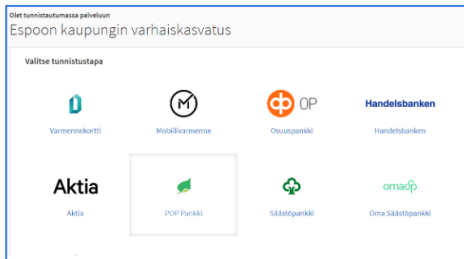
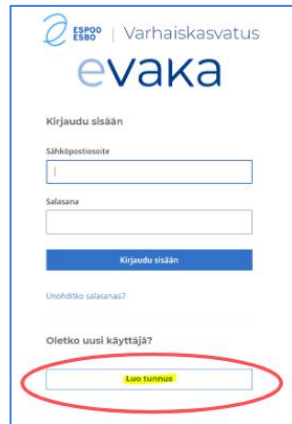
eVaka team

1. General information about messages

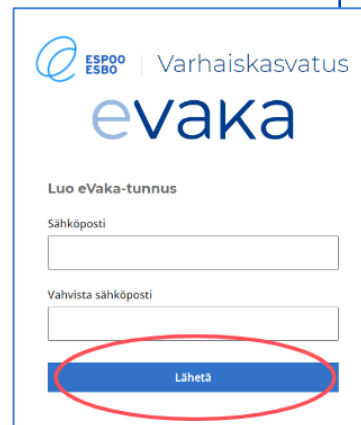
- Messages are always sent to the child's group or the unit's manager / deputy manager or a special education teacher.
- It is not possible to send messages to an individual employee.
- Do not send confidential information (e.g. health information) concerning your child or family in a message.

2. How to log in to the system

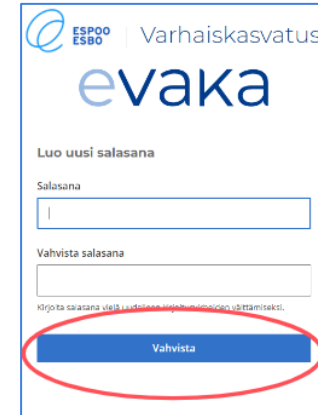
1. Create a personal user ID for the eVaka system. The IDs are guardian-specific, so both guardians should create their own ID.
2. Go to <https://espoonvarhaiskasvatus.fi/messages>
3. Click on “Luo tunnus” to create a new ID.
4. Strong identification is required during the first login.
5. Log in using your online banking codes.

6. Enter the email address that you wish to use for receiving and sending messages. This address will be your user ID.
7. Click on the “Lähetä” (“submit”) button.



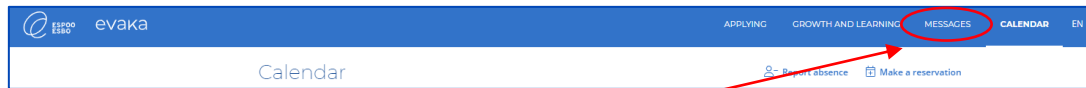
8. Create a password for logging in. From now on, you can use this password to log in.



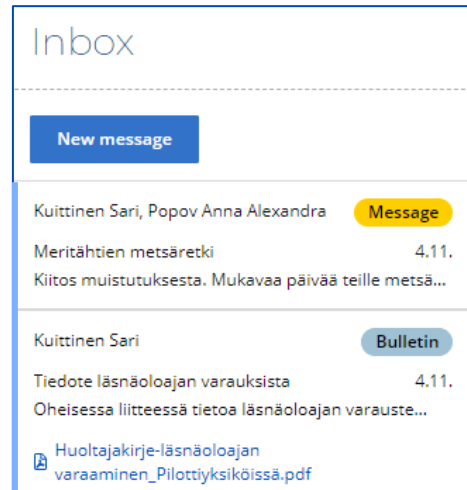
9. You will receive a confirmation link by email. Click on the link to confirm simple login.
10. You can now use simple login, i.e. log in using your email address and password.

3. Received messages

- You can find the Messages section in the top menu in the eVaka system.

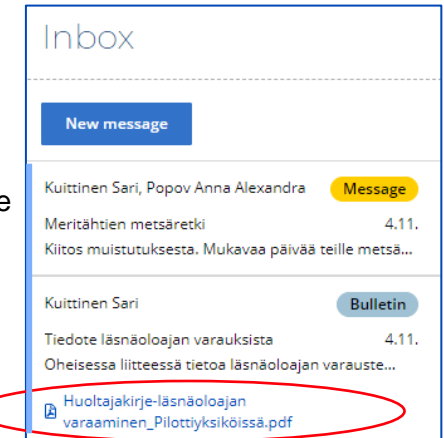
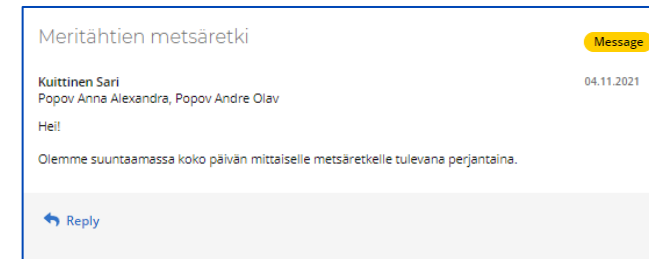


- Click on MESSAGES.
- Once the window is open, you can see the messages and bulletins you have received as well as the messages you have sent.
- Here you can also send new messages.



How to read a message or bulletin

- New unread messages have a blue bar on the left-hand side.
- Place your cursor over the message and click on the message to open it.
- The message will open next to the menu, and you can then read it.

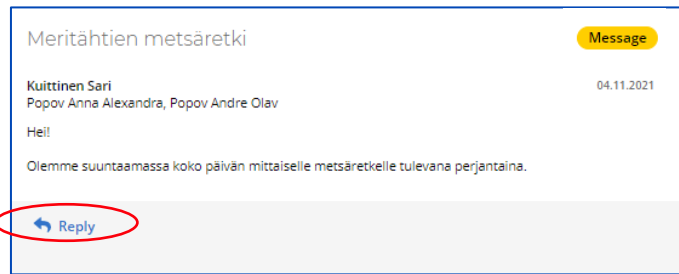


- Attachments sent with a message or a bulletin can be seen below the message as a blue link.
- You can open an attachment by clicking on the link.

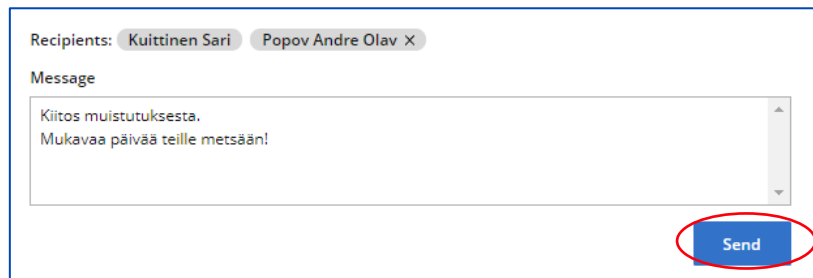
4. How to send a message

Reply to a message

- If you want to reply to a message, click on “Reply” below the message.



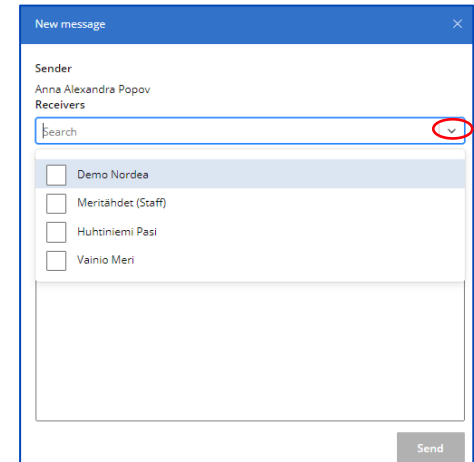
- The system will automatically add the sender of the original message and the other guardian as the recipients.
- Write your message.



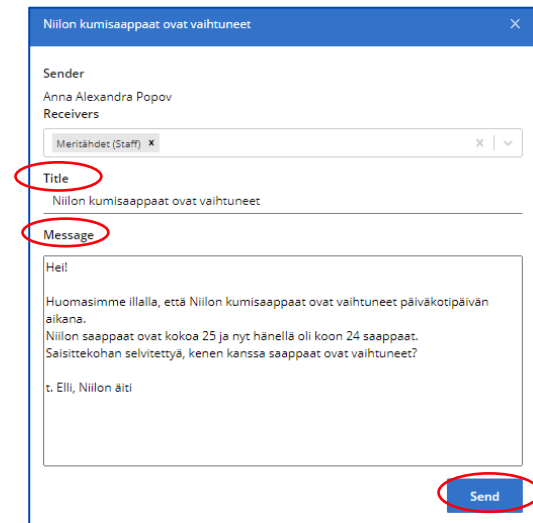
- Click on “Send”.

Send a new message

- Click on the “New message” button.
- Use the Recipients menu to select the persons you want to send the message to.
- You can send messages to your child’s group or the unit’s manager.

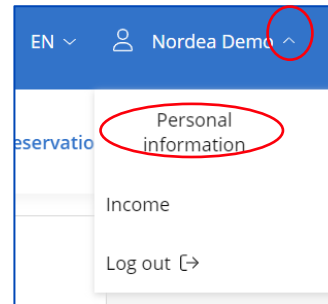


- Write a message Subject.
- Write your message.
- Then click on “Send”.



5. How to check and update your contact information

- You can check and update your information after logging in to the system using strong identification through the suomi.fi service.
- Click on the menu next to your name in the top bar and select “Personal information”.
- Under “Personal information”, you can add or update
 - your telephone number
 - your email address
- Click on “Edit” and make the necessary additions/changes.
- Then click on “Save”.



Personal information

Here you can check and update your personal and contact information. Your name and address are retrieved from the Population Information System. If they change, you will need to inform the Digital and Population Data Services Agency (DWW).

Personal information

Name: [Redacted]

Preferred first name: Nordea

Contact information

Address: [Redacted]

Phone number: 0401234567
Value missing

Additional phone number: Eg. work phone number

Email: [Redacted]
Value missing

I have no email address

6. How to add a shortcut to your mobile phone home screen

Tap the three dots next to the address bar on the login page.

Select “Add to Home screen”.

Here you can name the shortcut. Click on “Add”.

A shortcut will appear on your home screen.

