

# How to get started with Päikky

Your early childhood education provider is using the Päikky system, which lets you mark your child's care needs and handle communication with your kindergarten electronically.

This is a guide to help you get started with the service. Welcome to the Päikky family!

## First login to Päikky - Activating username

Your early childhood education provider has created for you, as guardian of your child, a username based on your mobile phone number. You must activate this username by identifying yourself using "strong" methods (online banking credentials or mobile certificate) and setting a password. Each guardian should have their own username. Guardians cannot see each other's contact details, but all information about a child is visible to all his/her guardians.

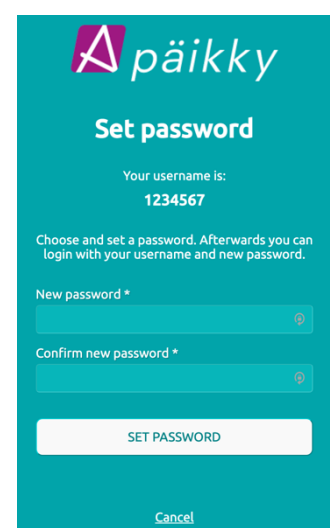
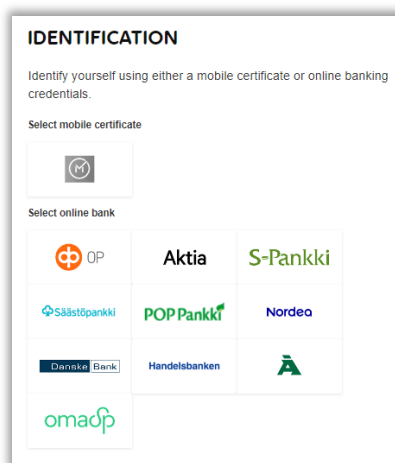
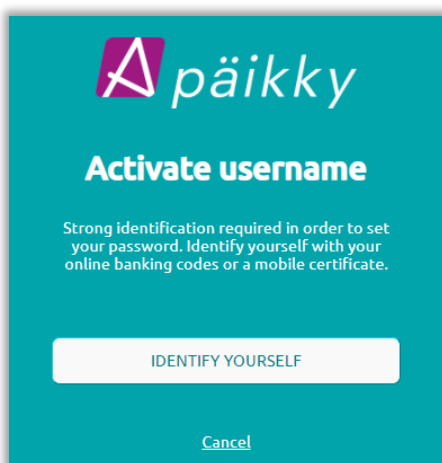
You can use Päikky Guardian on a computer, smart phone or tablet. The Päikky Guardian web app works with the most common browsers. Fully supported browsers are: Google Chrome, Mozilla Firefox and Safari. The Päikky Guardian mobile app works with Android and iOS phones. It can be downloaded from the Play Store (Android) and the App Store (iOS).

During strong identification your personal ID number from the national information registry is compared to your ID in the Päikky system. If the system has a guardian with that ID, the username is activated. After identification is completed, you are returned to Päikky Guardian to set a password.

Your password must meet your provider's requirements, which may vary depending on your provider. A good password typically has at least 8 characters and contains at least two letters, one number and one special character (. , ; > \* - + = ! ? @ \$ & ( ) /). Your password will usually be valid for 180 days, but this may also vary by provider.

## Activating your username with the Päikky Guardian web app

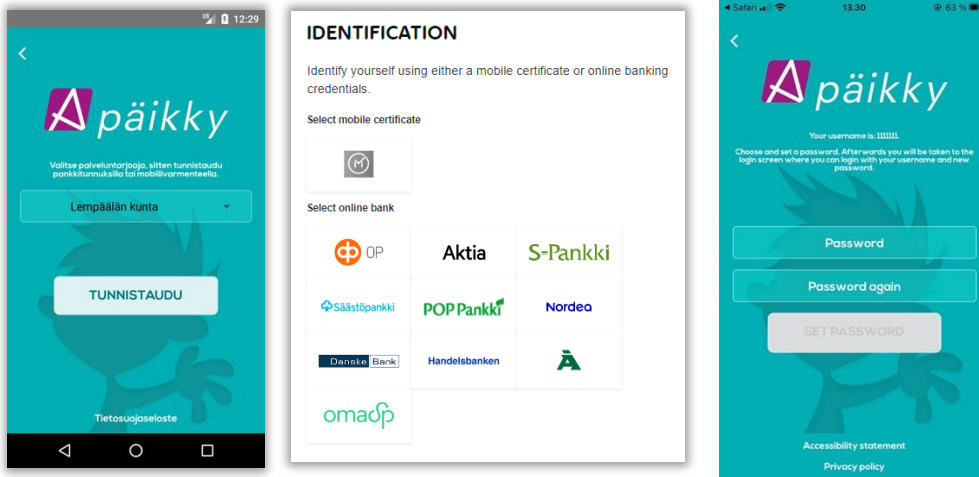
1. Open a browser and go to the internet address your provider has given you.
2. Choose **Activate username**.
3. Choose **Identify yourself**.
4. Follow instructions in identification screens.
5. Write the password of your choice in the proper spaces.
6. Choose **Set password**.



## Päikky Guardian - how to get started

### Activating your username with the Päikky Guardian mobile app

1. Open Päikky Guardian mobile app.
2. Choose **ACTIVATE USERNAME**.
3. Choose provider from the list and then choose **IDENTIFY YOURSELF**.
4. Follow instructions in identification screens.
5. Write the password of your choice in the proper spaces.
6. Choose **SET PASSWORD**.



If the system does not find a guardian with the ID returned during identification, the username will not be activated. In this case Päikky Guardian will ask you to contact your provider to check that your information in the system is correct.

### If you don't have a Finnish ID number

A person, without a Finnish ID number cannot strongly electronically identify themselves in Finland.

In this case you must provide the staff at your kindergarten proper identification. You will be marked as "identified" in the Päikky Kindergarten application, and after that you can activate your username via the email you will receive.

This email method can also be used to renew a password if you forget it.

### Instructions for using Päiky

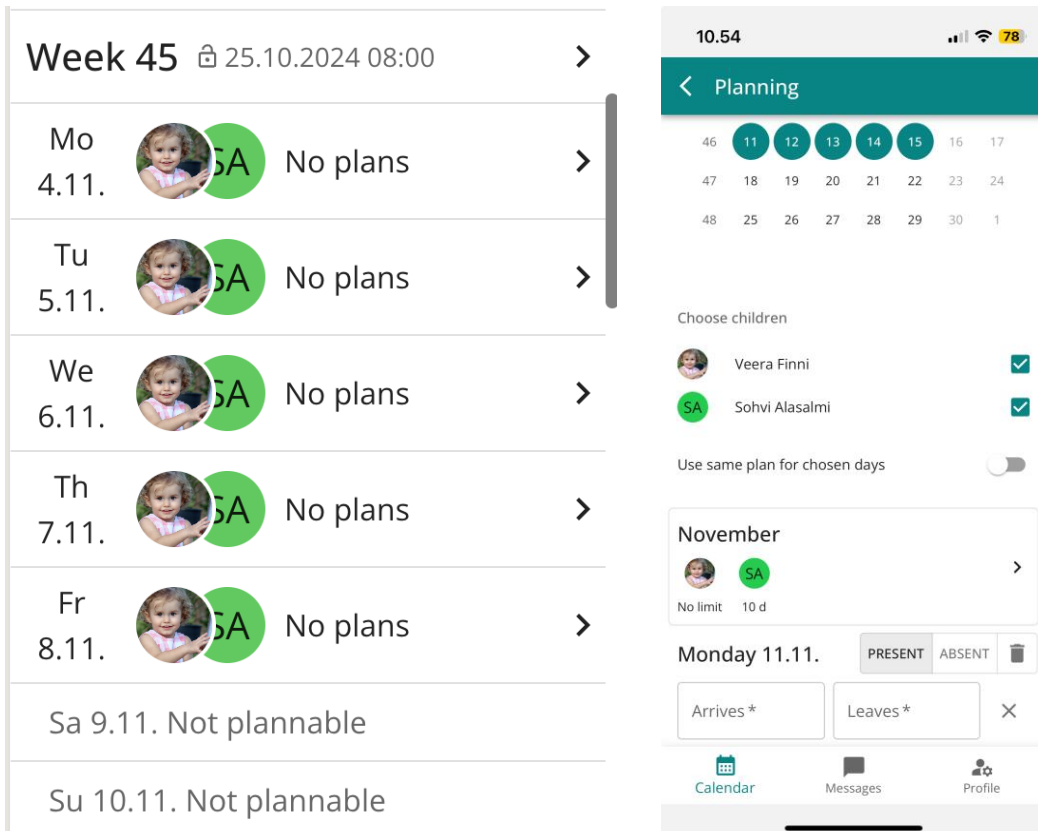
More detailed instructions on how to use Päiky can be found after logging in under the 'Profile' tab. Here's a quick overview of the most important things to get started.

### Calendar and making plans

On the calendar tab, you make plans for your children, report absences and can monitor the time they spend in early childhood education. The first task is to plan the attendance and absences for the coming weeks, these are called plans. Reservations must be made weekly by the day and time of the week specified by your service provider. After this, the calendar will be locked and reservations can no longer be made. You'll be reminded of unmade plans. The reminder will always be sent on the same day of the week each week determined by your service provider.

The plan can be made in 5-minute increments.

## Päikky Guardian - how to get started



The image shows two screenshots from the Päikky Guardian app. The left screenshot displays a weekly plan for 'Week 45' starting on 25.10.2024 at 08:00. The plan is for a child named SA and shows 'No plans' for all days from Monday (4.11.) to Sunday (10.11.), with Saturday (9.11.) being 'Not plannable'. The right screenshot shows the 'Planning' screen for the same child. It features a calendar grid with dates 11-15 highlighted. Below the grid, two children are listed: Veera Finni and Sohvi Alasalmi, both with checkmarks indicating they are selected. There is a toggle for 'Use same plan for chosen days'. A 'November' summary card shows 'No limit' and '10 d'. At the bottom, there are buttons for 'PRESENT', 'ABSENT', and a trash icon, along with input fields for 'Arrives \*' and 'Leaves \*'.

There is no need to divide the preschool time separately, Päikky automatically divides the plan into free preschool education and paid early childhood education time. Preschool education time must not be deducted.

The calendar shows when the plan for that day must be made at the latest before it locks. Changes can be made up to the date the plan is locked.

### Planning

1. Log in to Päikky
2. Select Calendar.
3. In the calendar, select the week (by selecting the week heading) or the day for which you want to make a plan.
4. Check that the children you want to make a plan for are selected
5. Choose a plan that's right for each day, or use the same plan for all days.
6. Save the plan.

If you have more than one child in your care, you can save the same plans for them.

If the plans repeat the same weekly, save a default plan for your child using the "Default plans" functionality in the calendar. When a default plan is made for a child, reservations are made automatically according to the default plan. Any changes to the default plans must always be made in the planning before the calendar locks up.

You can make a wide variety of plans in the Päiky calendar. Below are some common examples of how you can use the Päiky calendar.

### Regular plans

When children have regular plans that repeat the same week after week, it's a good idea to use default plans. The default plans can also be used if some days of the week are always the same.

## Päikky Guardian - how to get started

For example, a child always has Thursday and Friday off, so a "Planned absence" is made in the default plan for these days. Every week, Monday, Tuesday and Wednesday of the child are planned separately.

### *Planning on alternate weeks*

If you want to plan several weeks for your child at once, you can select them from the planning view at once and plan them. In this case, it is advisable to start planning by selecting "Planning" from the menu in the calendar view.

And choose the desired weeks to plan. Weeks 37 and 39 selected in the picture.

Choose days

November 2024 < >

#	M	T	W	T	F	S	S
44	28	29	30	31	1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	1

### *Planning for regular shifts*

When planning is to correspond to three-week shifts, for example, morning shifts can be planned at once by selecting morning shifts from the calendar and making plans for them.

Choose days

November 2024 < >

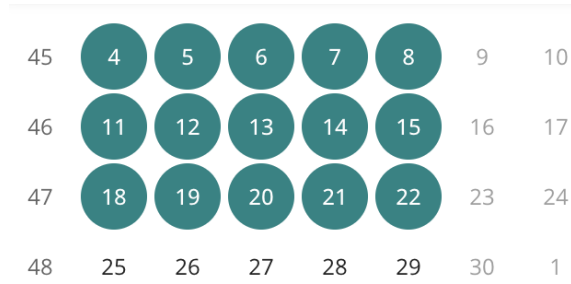
#	M	T	W	T	F	S	S
44	28	29	30	31	1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	1

Next, evening shifts for the period etc. can also be planned.

### *Longer absences*

## Päikky Guardian - how to get started

If the child is absent for a longer period, it can be easily reported from the calendar by selecting the time period, children and absence. In this case, the option *"Use the same plan for selected days"* is also used. Days can be selected for several months, so you can report an absence that lasts the whole summer at once, for example.



Choose children



Veera Finni



Sohvi Alasalmi



Use same plan for chosen days



### *Plan change when day is already locked*

Changes to a locked plan are made by selecting that day in the calendar and filling in the plan change. A child can be reported abruptly absent or ill.

A message about the notification will also be sent to the daycare centre, where you can enter additional information.

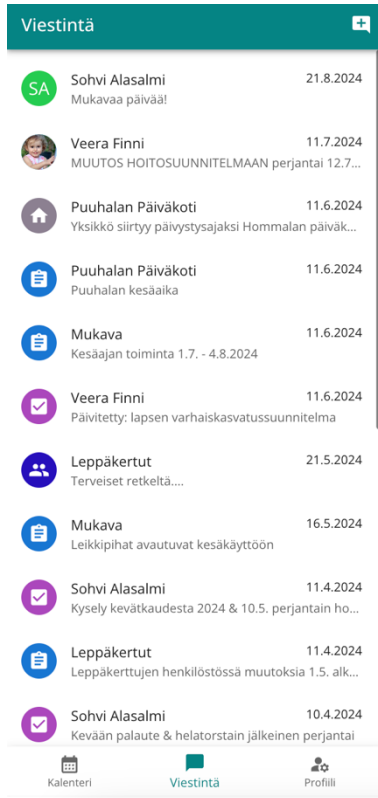
Once the plan has been blocked, days planned to be absent cannot be changed to attendance days through the Päikky Guardian application, but the matter must be agreed upon with the daycare centre or family daycare provider.

## Communications in Päikky

Päikky offers an easy communication opportunity between the daycare centre and the guardian. In the Messages section, you can see all your child's messages, announcements, and surveys at once. The message may be about your child, or it may be sent to all the children in the group, or even to all the children in the kindergarten. You can also send a message yourself about your own child to the daycare centre.

Tap on the message to read the message and view any attached images. You can also reply to a message. You can only reply to messages directed at your own child, not messages from a group or kindergarten.

On the 'Profile' tab, under "Notifications", specify how you will receive notifications of incoming messages and reminders of missing plans.



## Profile

In your profile, you'll find information and settings about yourself and your children. For example, the notification settings mentioned above, but you can also, for example, save as substitute applicants persons who can pick up children from early childhood education.

## Forgot password!

**If you've forgotten your password**, tap **Forgot password?** text on the Päiky login page. After that, you need to use strong identification, after which you can set a new password. If you do not have a Finnish personal identity code, you must contact your service provider.