

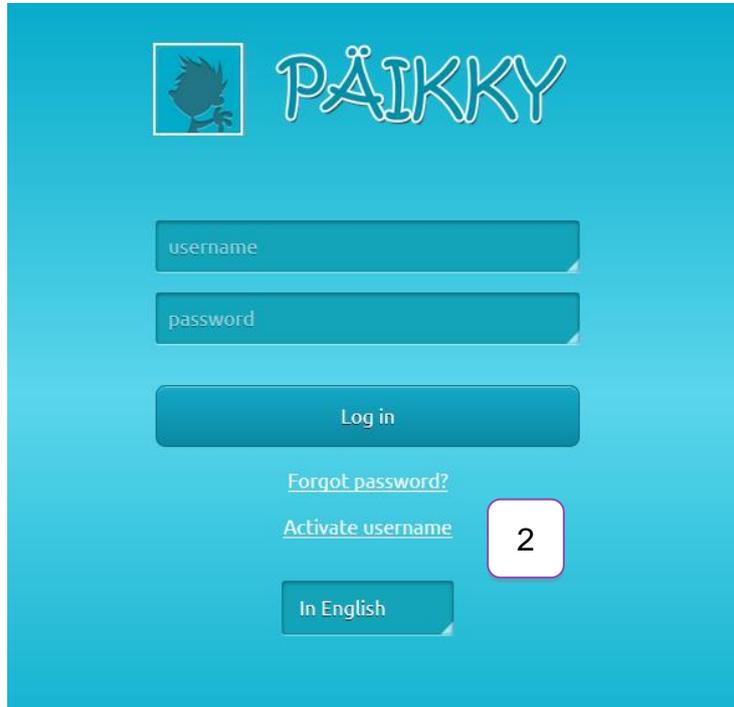
Instructions for legal guardian - how to get started with Päikky

<https://kronoby.paikky.fi>

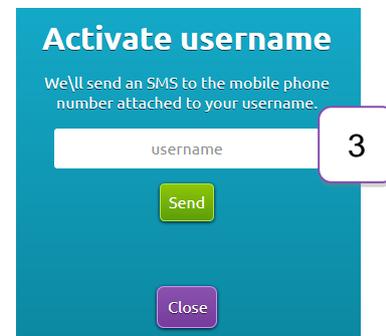
Päikky is available on both a computer and a tablet.

Username registration - first time logging in to Päikky

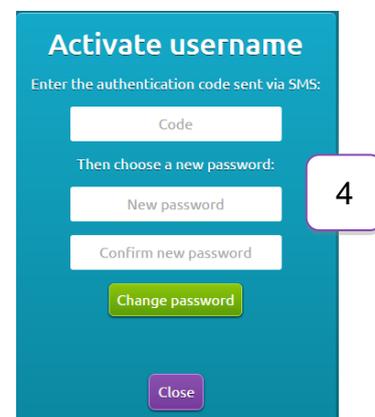
1. Using one of the web browsers **Chrome**, **Firefox** or **Safari**, open Päikky. The web address to Päikky is: <https://kronoby.paikky.fi>.
2. Choose **Activate username**.
3. Write your telephone number without "-" signs or spaces in the shown pop up window. Press **Send**.
4. Päikky will send a message to your phone containing a registration code. Fill in the appropriate space with the code you have received. Now you can enter your password. The password must contain at least two capital letters and a number. The password also needs to be at least 7 characters long.



The main login page features the Päikky logo (a stylized tree) and the word 'PÄIKKY' in a playful font. Below the logo are two input fields labeled 'username' and 'password'. A 'Log in' button is positioned below these fields. At the bottom of the page, there are three links: 'Forgot password?', 'Activate username' (highlighted with a red circle and the number 2), and 'In English'.



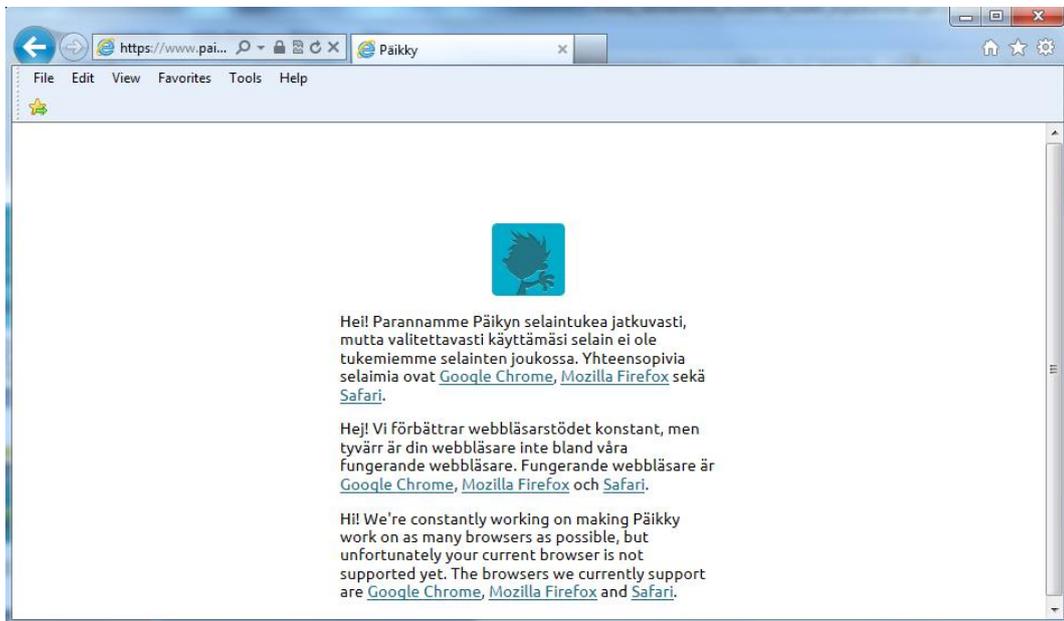
This pop-up window is titled 'Activate username'. It contains the text: 'We'll send an SMS to the mobile phone number attached to your username.' Below this text is an input field labeled 'username' (highlighted with a red circle and the number 3) and a green 'Send' button. At the bottom of the window is a purple 'Close' button.



This pop-up window is also titled 'Activate username'. It contains the text: 'Enter the authentication code sent via SMS:'. Below this is an input field labeled 'Code'. The next line says 'Then choose a new password:'. This is followed by two input fields: 'New password' (highlighted with a red circle and the number 4) and 'Confirm new password'. A green 'Change password' button is located below these fields. At the bottom of the window is a purple 'Close' button.

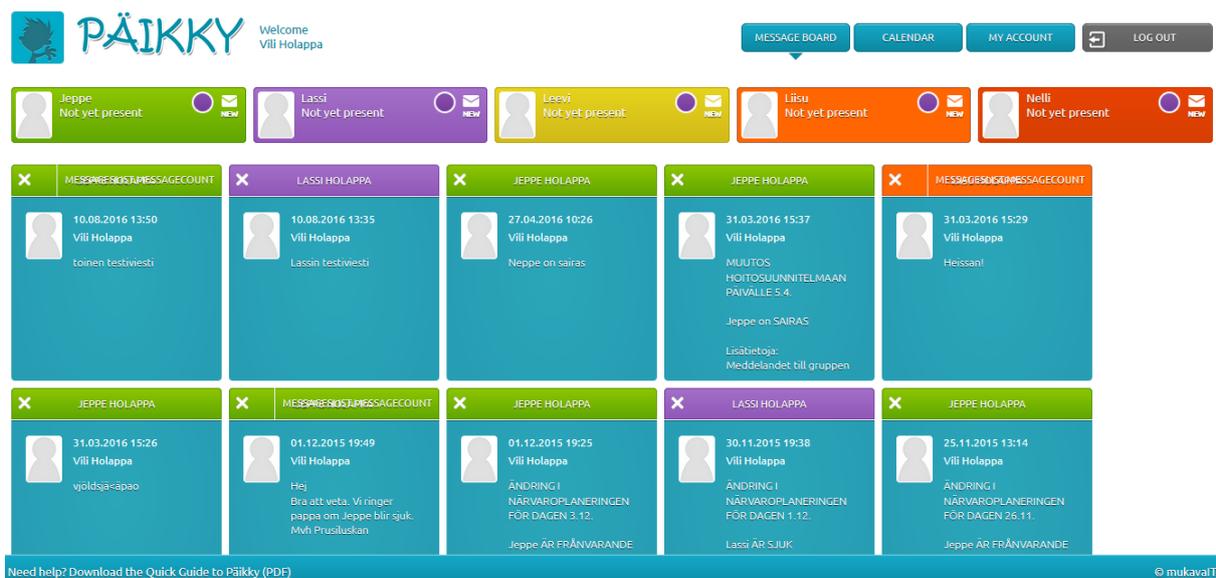
Web browsers supporting Päikky

In case you are met with the message shown below when trying to access Päikky, it is due to the fact that Internet Explorer is not a supported browser yet. The browsers currently supporting Päikky are *Google Chrome, Mozilla Firefox and Safari*. By clicking on the names of the browsers you are able to download any of the three supported internet browsers to your own computer and access Päikky from there.



How to use Päikky

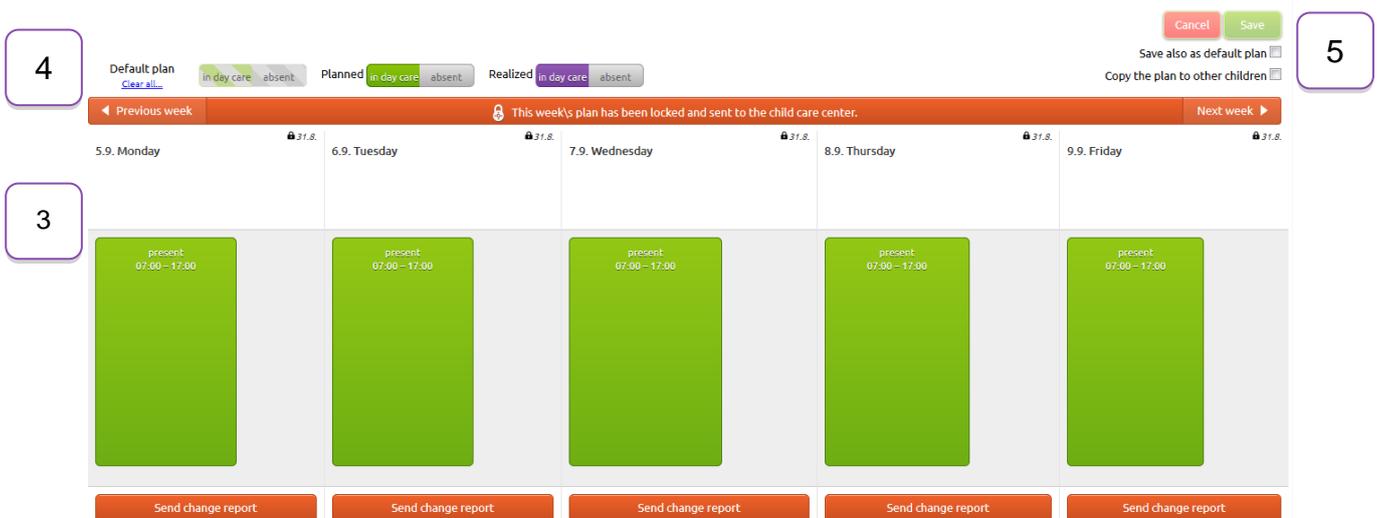
When you are logged in to Päikky, you are able to download a PDF guide to using Päikky by clicking the “[Download the Quick Guide to Päikky \(PDF\)](#)” visible in the lower left screen.

A screenshot of the Päikky user interface. At the top left is the Päikky logo and the user's name 'Welcome Villi Holappa'. On the top right are navigation buttons: MESSAGE BOARD, CALENDAR, MY ACCOUNT, and LOG OUT. Below these are five user avatars with names and 'Not yet present' status: Jeppe, Lassi, Leevi, Liisu, and Nieli. The main area contains a grid of message cards. Each card shows a date and time, the sender's name, and a brief message. For example, one card from Villi Holappa dated 10.08.2016 13:50 says 'toinen testiviesti'. At the bottom left, there is a link: 'Need help? Download the Quick Guide to Päikky (PDF)'. At the bottom right, there is a copyright notice: '© mukavaiT'.

Reserving time for your child's day care (More in-depth instructions available in the guide)

Day care reservations need to be made one week in advance, **latest on Tuesdays 00:00**. Past 00:00 the time reservation for the following week is locked. A reminder to make a reservation is sent to legal guardians on Tuesday 18:00.

1. Log in to Päikky.
2. Choose the tab **Calendar** in the upper right corner of the screen.
3. Day care reservations are made per child in an open week of the calendar. Make a daily plan for your child's day care by choosing **Add Plan** for every day. Then choose either **"In day care"** or **"Absent"** for every planned day. If "in day care" is chosen, a starting time and end time should also be specified. Once that is done, save the plan by pressing the green **Save** button in the upper right corner. Changes to the plan can be made up until that week's plan is locked.
4. Planned and Realized are separated by color in the calendar: Planned is shown in **green**, while Realized is shown in **purple**.
5. If a planned week is representative of a regular week, the plan can be saved as a **default plan**. The plan can also be used for other children in the family.
6. If you wish to change a plan, choose any of the planned days, make changes and **Save**.



Changes to an already locked plan can be done by pressing "Send change report" in the lower part of the screen. This can be used in case the child has fallen ill or otherwise will be absent. A message can also be sent to the day care when sending a change report.

Days that have been locked as "Absent" cannot be changed to "In day care" using Päikky after the plan has been locked. In such cases, the day care staff should be contacted directly.

Forgotten your password?

In case you have forgotten your password, you can get a new one by pressing "Forgot Password" on the Päikky login screen. This will open a new window where you will be asked to give your phone number. After pressing **Send**, Päikky will provide you with a new code to your phone number which can be used to change your password into a new one.