

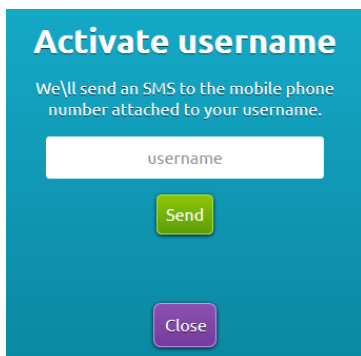
Päikky-instructions for guardian – how to get started with Päikky(8/20)

Päikky is available on a computer, a tablet and a phone. Using one of the web browsers **Chrome**, **Firefox** or **Safari**, open Päikky.

The web address to Päikky is: <https://pirkkala.paikky.fi>

Username registration – first time logging in to Päikky

1. Choose language.
2. Choose **Activate username**.



3. Write your telephone number without signs or spaces in the shown pop up window .

4. Press **Send**.

5. Päikky will send a message to your phone containing a registration code. Fill in the appropriate space with the code you have received.

6. Now you can **enter your password**. The password must contain at least one capital letter, a number and a special character (e.g. !, ?, +). The password also needs to be

at least 8 characters long.



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.

Download your App from Play-store

With this application you can check your calendar, reservations and messages.



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 Monday 9:00. Past 9:00 the time reservation for the following week is locked.

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**.

The screenshot shows the Päikky calendar interface. At the top, there are navigation tabs: MESSAGE BOARD, CALENDAR (selected), and MY ACCOUNT. Below this is a user profile for Alpo, with the status 'Not yet present'. The main area displays a weekly plan for Week 39 / 2020, covering the period from Monday, 21.9. to Friday, 25.9. The calendar grid shows planned days in green and realized days in purple. A blue arrow points to the 'Add plan' button for Thursday, 24.9. The interface also displays summary statistics for the month and week, and a 'Save as default plan' checkbox.

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.