

Creating user credentials for eVaka

1. Creating user credentials for eVaka requires strong authentication and can be done at varhaiskasvatus.kouvola.fi.
2. Open the menu and select 'Omat tiedot' ('Personal information').
3. Make sure that your email address has been entered and verified.
4. Select 'Salli sähköpostikirjautuminen' ('Enable email login')
5. Create a password and select 'Ota käyttöön' ('Enable').

Changing your password

1. Go to eVaka at varhaiskasvatus.kouvola.fi and log in using strong authentication.
2. Open the menu and select 'Omat tiedot' ('Personal information').
3. Under the heading 'Kirjautumistiedot' ('Login information') select 'Vaihda salasana' ('Change password').
4. Enter your new password in both the fields shown, and select 'Ota käyttöön' ('Change password').

Changing your email address

1. Go to eVaka at varhaiskasvatus.kouvola.fi and log in using strong authentication.
2. Open the menu and select 'Omat tiedot' ('Personal information').
3. In the section 'Henkilötiedot' ('Personal information'), select 'Muokkaa' ('Edit').
4. Change your email address and select 'Tallenna' ('Save').
5. Enter the confirmation code sent to your new email address in eVaka.
6. Select 'Vahvista' ('Verify').

After this, your new email address will also serve as your username for eVaka. This will be updated automatically in your login credentials.