



How to fill in documents in eVaka

evaka





These instructions show how a guardian can fill in and return documents sent by their child's early childhood education unit in eVaka.



When the early childhood education unit sends you a new document to be filled in, you will receive an email notification.

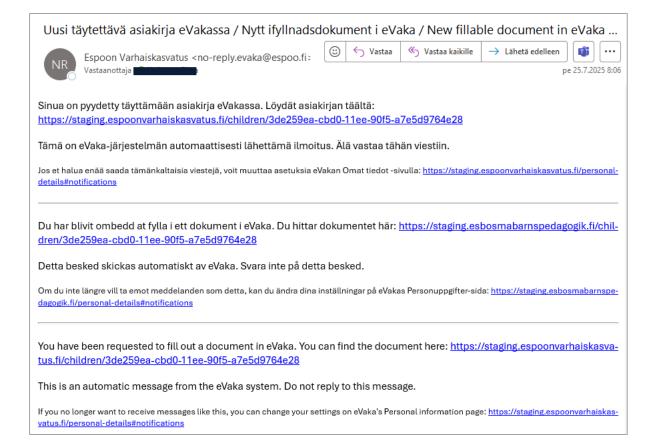
The email is an automatic message with a direct link to the document.

If you are logged in with strong identification, you will also receive a notification in eVaka about a new document.



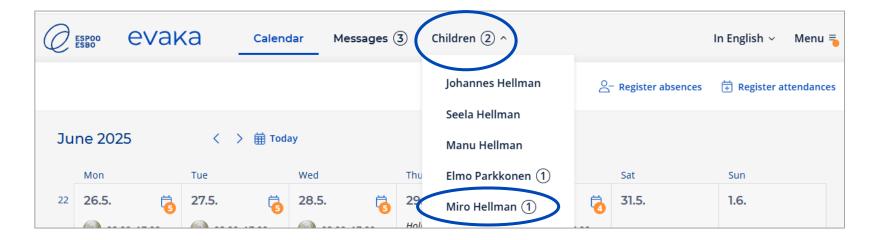
The staff has requested you to fill × in a document concerning your child: Manu Hellman

Fill in the document

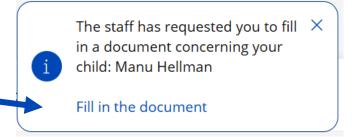




In eVaka, the document can be found on your child's page.



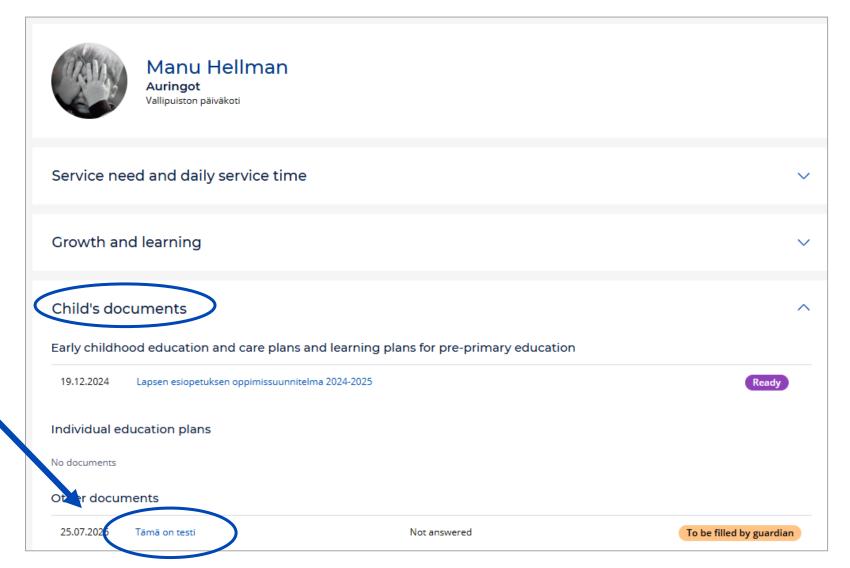
You can also access the document directly via the link in the eVaka notification.



Reading and filling in a document always requires strong identification.



To edit a document, click on its title.





To start filling in the document, click on 'Edit' at the bottom of the page.

Blue info icons provide additional information about specific sections.

Tämä on testi Manu Hellman (05.11.2020)

Varhaiskasvatusyksikön täyttämät tiecota

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Changes made to the document are saved automatically.

Once all fields have been completed, click on 'Preview' at the bottom.

Preview



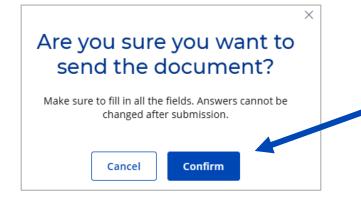


In Preview, you can print the document or download it onto your device.

You can continue editing the document by clicking on 'Edit'.



When all the information has been filled in, send the document to the early childhood education unit by clicking on 'Send'.



Please note that after sending, the document can no longer be edited.



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