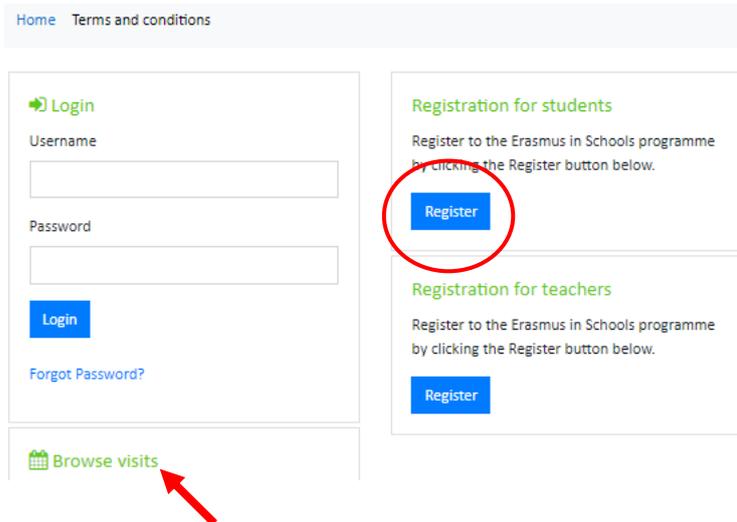


STEP-BY-STEP INSTRUCTIONS FOR STUDENTS

Registration:

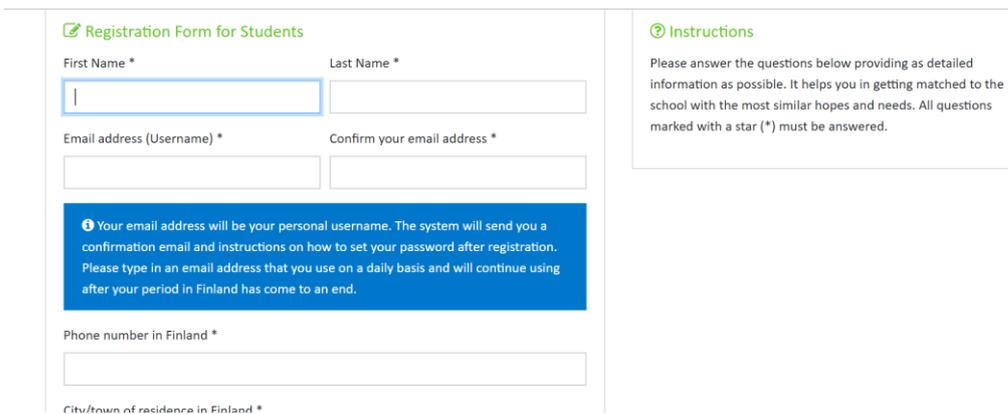
1. Register by clicking the registration button.



The screenshot shows a web interface with a navigation bar at the top containing 'Home' and 'Terms and conditions'. Below this, there are two main columns. The left column is titled 'Login' and contains fields for 'Username' and 'Password', a 'Login' button, and a link for 'Forgot Password?'. Below the login section is a link for 'Browse visits' with a red arrow pointing to it. The right column is titled 'Registration for students' and contains the text 'Register to the Erasmus in Schools programme by clicking the Register button below.' with a blue 'Register' button circled in red. Below this is a section for 'Registration for teachers' with similar text and a blue 'Register' button.

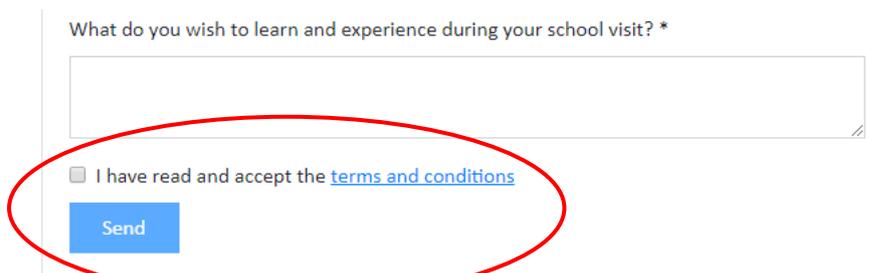
NB! You can browse through vacant visits in “Browse visits”.

2. Fill in all the required information



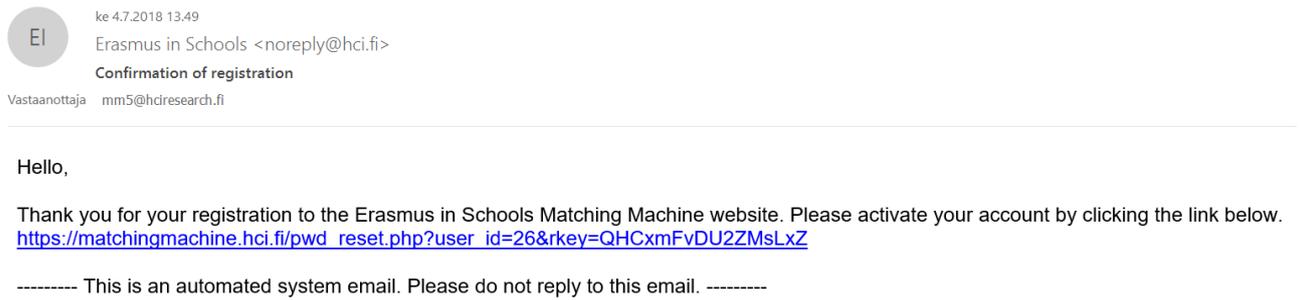
The screenshot shows the 'Registration Form for Students' with several input fields: 'First Name *', 'Last Name *', 'Email address (Username) *', 'Confirm your email address *', 'Phone number in Finland *', and 'City/town of residence in Finland *'. A blue information box states: 'Your email address will be your personal username. The system will send you a confirmation email and instructions on how to set your password after registration. Please type in an email address that you use on a daily basis and will continue using after your period in Finland has come to an end.' To the right, there is an 'Instructions' sidebar with the text: 'Please answer the questions below providing as detailed information as possible. It helps you in getting matched to the school with the most similar hopes and needs. All questions marked with a star (*) must be answered.'

Confirm that you have read through the terms & conditions and click “Send”



The screenshot shows a text area with the question 'What do you wish to learn and experience during your school visit? *'. Below the text area is a checkbox with the text 'I have read and accept the [terms and conditions](#)'. A blue 'Send' button is located below the checkbox and is circled in red.

3. You will receive a confirmation email containing a link to set a password. Click the link.



4. Set a password. Confirm the password and click "Set password".

Set new password

Enter a new password into the fields below. The password must contain at least 6 characters.

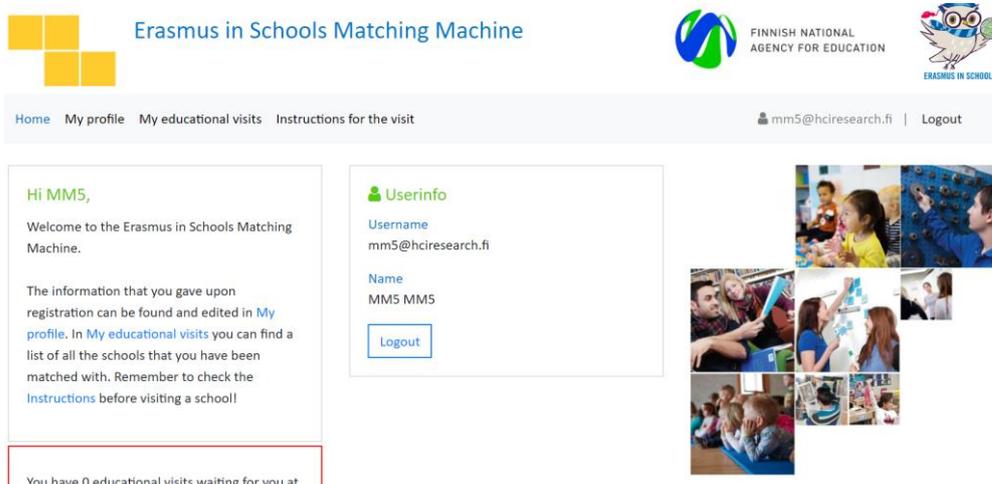
Username:

mm5@hcresearch.fi

Form fields for setting a password:

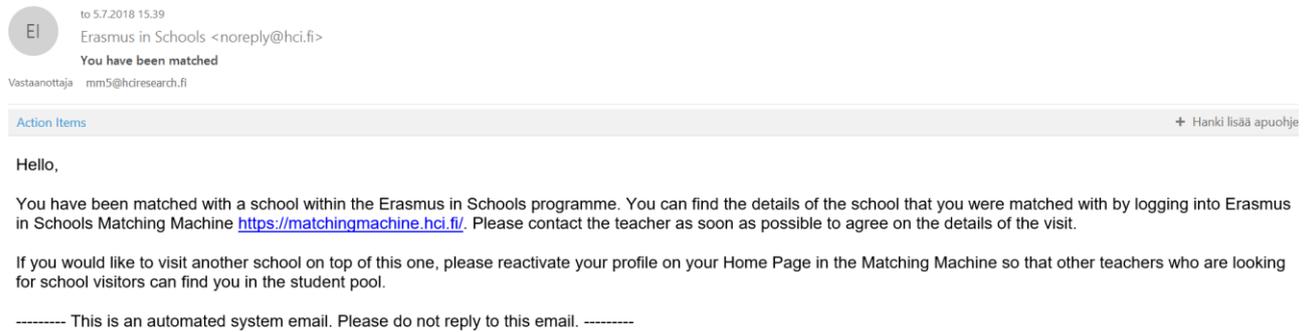
- Label: Password
- Input field: [Redacted with dots]
- Label: Confirm password
- Input field: [Redacted with dots]
- Button: Set password

5. The system will automatically log you in.



Pairing you with a school:

6. You will receive a notification by email once you have been matched.



to 5.7.2018 15.39
Erasmus in Schools <noreply@hci.fi>
You have been matched
Vastaanottaja mm5@hcresearch.fi

Action Items + Hanki lisää apuohje

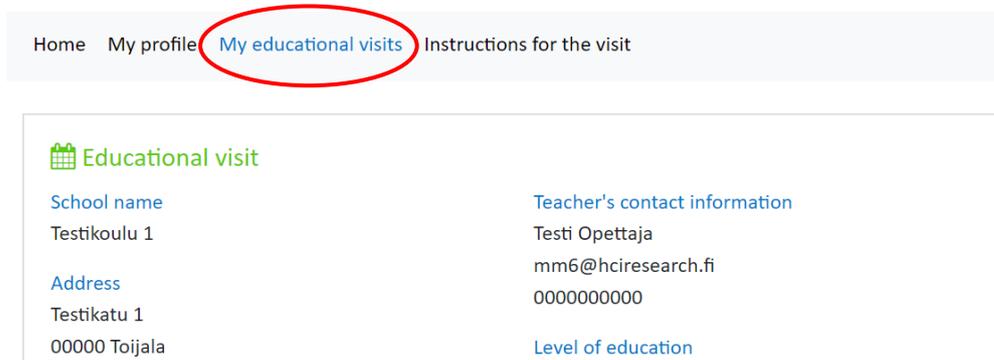
Hello,

You have been matched with a school within the Erasmus in Schools programme. You can find the details of the school that you were matched with by logging into Erasmus in Schools Matching Machine <https://matchingmachine.hci.fi/>. Please contact the teacher as soon as possible to agree on the details of the visit.

If you would like to visit another school on top of this one, please reactivate your profile on your Home Page in the Matching Machine so that other teachers who are looking for school visitors can find you in the student pool.

----- This is an automated system email. Please do not reply to this email. -----

7. Information of the school that you were matched with will automatically appear in “My educational visits”.

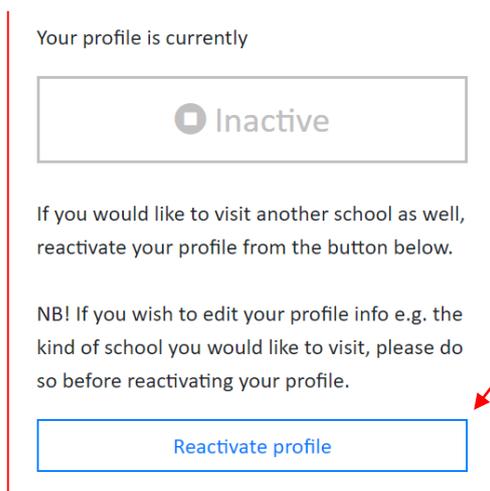


Home My profile **My educational visits** Instructions for the visit

 Educational visit

School name Testikoulu 1	Teacher's contact information Testi Opettaja mm6@hcresearch.fi 0000000000
Address Testikatu 1 00000 Toijala	Level of education

8. If you wish to visit another school as well, reactivate your profile on your Home page.



Your profile is currently

 Inactive

If you would like to visit another school as well, reactivate your profile from the button below.

NB! If you wish to edit your profile info e.g. the kind of school you would like to visit, please do so before reactivating your profile.

Reactivate profile

To take care of before the visit:

9. Contact the teacher as soon as possible to agree on the details of the visit

The teacher will, most likely, have some suggestions regarding your role and tasks during the visit but don't forget to express your own ideas and wishes too! Teaching in Finland is autonomous, flexible and informal, and teachers usually appreciate new ideas and input. If you have any questions concerning your visit, do not hesitate to ask the teacher! It is important that you feel confident so that you get the most out of your visit!

10. Prepare your class carefully

The content of your visit will be agreed together with the responsible teacher, but it is a good idea to give a thought e.g. for the following topics beforehand: How could you present your home country? What is it like to go to school in your home country? Do you have some special materials you could use? (Brochures, photos, music etc.) You can also try to contact your home country's embassy in Finland, in case you need some extra information or material.

11. Find the way

Make sure you know how to reach the school and how much time it requires - well in advance! In case you have difficulties finding the route to the school, ask the teacher to help you. If you travel outside your city/town of residence, Erasmus in Schools will reimburse your travels using student ticket rates. Check steps number 14, 15 and 17 for more information.

Journey Planner for commuting in the capital area: www.reittiopas.fi/en/

Long-distance travel options:

Railways: www.vr.fi/en

Bus routes: www.matkahuolto.fi/en/
www.onnibus.com/en/index.htm

12. Be on time at the school

Write down the teacher's phone number in case you need to contact her/him before the class.

13. Enjoy your visit!

Remember that you don't need to be the actual teacher, but a special visitor who offers the pupils a different kind of a class. By visiting the school, you will encourage them to get to know new people from different countries and cultures. You will get a chance to present your home country to Finnish youth and hopefully spark their interest in it! The visit is also an opportunity for you to follow classes and see how pupils study in Finland.

14. Keep travel receipts safe

If you travel outside your city of residence, please remember to **keep all travel receipts safe** in order to receive reimbursements later. See steps number 15 and 17 for further information.

After the visit:

15. You will receive a notification by email once the teacher has confirmed your visit.

pe 6.7.2018 13.03
Erasmus in Schools <noreply@hci.fi>
Instructions for receiving certificate and travel reimbursement
Vastaanottaja mm5@hcresearch.fi

Action Items + Hanki lisää apuohje

Hello,

The responsible teacher of the school that you visited has now confirmed your visit.

If you haven't received your Certificate of Participation yet, ask the teacher to fill in his/her report in the Matching Machine. The certificate will be ready for the teacher to print out and to give to you after this step has been completed.

If you travelled outside the city of your residence and need to seek travel reimbursement, fill in the reimbursement form that is now available to you in "My Educational visits" at <https://matchingmachine.hci.fi/>. Follow the instructions carefully and send the form to EDUFI along with the original travel documents. Please note that the form will be available to you for two months only!

----- This is an automated system email. Please do not reply to this email. -----

16. Make sure that the teacher gives you your Certificate of Attendance by filling in the teacher's report form in the Erasmus in Schools Matching Machine.

17. The Travel Reimbursement Form will become available to you in "My educational visits" in the Matching Machine. Fill in the form following the instructions and send it to EDUFI along with the original travel documents. NB! The form will be available to you for two months only. Make sure you mail it within this time frame.

Home My profile **My educational visits** Instructions for the visit

Educational visit

School name Testikoulu 1	Teacher's contact information Testi Opettaja mm6@hcresearch.fi 0000000000
Address Testikatu 1 00000 Toijala	Level of education <input checked="" type="checkbox"/> Comprehensive school (ages 7-15) <input checked="" type="checkbox"/> General upper secondary school (ages 16-19)
City or geographically closest city Tampere	
Date and time 2018-07-04 00:00 - 2018-07-06 00:00	
Subject/topic of the class Geography	
Desired study field of the visiting student Geography, English, Tourism, any...	
Desired language skills of the visiting student English	
The main activity and the desired input of the visiting student Introduce your home country's geography in English.	

 **Travel reimbursement**

 [Instructions on how to fill in travel reimbursement form](#)

 [Travel reimbursement form](#)

