

STEP-BY-STEP INSTRUCTIONS FOR STUDENTS

Registration

Register in <https://matchingmachine.hci.fi>

1. Register by clicking the registration button.

The screenshot shows the homepage of the Matching Machine. At the top, there are links for 'Home' and 'Terms and conditions'. On the left, there is a 'Login' section with fields for 'Username' and 'Password', a 'Login' button, and a link for 'Forgot Password?'. On the right, there are two registration sections: 'Registration for students' and 'Registration for teachers'. Both sections have a 'Register' button circled in red. At the bottom left, there is a 'Browse visits' link with a calendar icon, which is pointed to by a red arrow.

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

2. Fill in all the required information

The screenshot shows the 'Registration Form for Students'. It includes fields for 'First Name *', 'Last Name *', 'Email address (Username) *', 'Confirm your email address *', 'Phone number in Finland *', and 'City/town of residence in Finland *'. A blue box contains a message: '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' section with a question mark icon and 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.' Below the form, there is a question: 'What do you wish to learn and experience during your school visit? *' with a text area. At the bottom, there is a checkbox labeled 'I have read and accept the [terms and conditions](#)' and a 'Send' button, both of which are circled in red.

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

NB! There are many schools in Finland that are not located very close to university cities. Please carefully consider the question “How far are you willing to travel for a school visit?”.

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



Hello,

Thank you for your registration to the Erasmus in Schools Matching Machine website. Please activate your account by clicking the link below.
https://matchingmachine.hci.fi/pwd_reset.php?user_id=26&rkey=QHCxmFvDU2ZMsLxZ

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

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@hcie research.fi

Password

• • • • •

Confirm password

• • • • •

Set password

5. The system will automatically log you in.



Erasmus in Schools Matching Machine



FINNISH NATIONAL
AGENCY FOR EDUCATION



ERASMUS IN SCHOOLS

[Home](#) [My profile](#) [My educational visits](#) [Instructions for the visit](#)

mm5@hcie research.fi | [Logout](#)

Hi MM5,

Welcome to the Erasmus in Schools Matching Machine.

The information that you gave upon registration can be found and edited in [My profile](#). In [My educational visits](#) you can find a list of all the schools that you have been matched with. Remember to check the [Instructions](#) before visiting a school!

You have 0 educational visits waiting for you at

Userinfo

Username
mm5@hcie research.fi

Name
MM5 MM5

[Logout](#)



Pairing you with a school

- 6. You will receive a notification by email once you have been matched. Please note that students cannot match with teachers, you need to wait for a teacher to match with you.**

EI

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

Address

Testikatu 1

00000 Toijala

Teacher's contact information

Testi Opettaja

mm6@hcresearch.fi

0000000000

Level of education

- 8. If you wish to visit another school, reactivate your profile on your Homepage.**

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

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. How to get there

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.

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

Be on time at the school. Write down the teacher's phone number in case you need to contact them before the class.

13. Keep travel receipts safe

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

After the visit

14. 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@hciesearch.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. -----

15. 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.

16. The instructions on how to fill travel reimbursements will become available to you in "My educational visits" in the Matching Machine.

Travel expenses will be reimbursed according to real costs and paid into a **European** IBAN bank account.

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

Educational visit

School name

Testikoulu 1

Teacher's contact information

Testi Opettaja

mm6@hciesearch.fi

Address

Testikatu 1

00000 Toijala

0000000000

City or geographically closest city

Tampere

Level of education

☒ Comprehensive school (ages 7-15)

☒ General upper secondary school (ages 16-19)

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