

Knowledgebase > Administration in Skolon > Manage users in Skolon > Make a user an administrator.

Make a user an administrator. Pär Wallin - 2023-09-13 - Manage users in Skolon

If you want to make a teacher an administrator so that they can also manage users, licenses, and the school's Skolon account, it's very simple.

Start with:

- 1. Log in to Skolon.
- 2. Go to My Collection and click on the School Admin icon.
- 3. On the left side, you have a menu, select Users.

You will see two options: Groups and Users.

Click on Users and then Teachers.

You will now see a list of all individuals with teacher accounts. Locate the person you want to make a school administrator in the list. Tip: If the list is long, there is a search box at the top of the page where you can enter the person's name.

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Settings	Users				
Users		Q Search teachers		Import users Reset user nassword	
Classes		28 teachers	C Add		
Students		admin_UK Uk	× 1		
Teacher		Allison Sims	. ₹		
Tools		Andrea Mills	× :)	
Purchase 0		Cecilia Johansson	¥ 1		
Templates		Clarence Jackson	⊌ 1		
		Claude Carson	* ₿		
Skolon Pass		Darla Cook	* ∎		
		 Darrel Tate 	* ∎		
		Darren Perkins	< ₽		
		 Garry Silva 	⊌ 1		
		 Gregory Owens 	⊌ 1		
		Jacob Banks	⊌ ፤		
		Jacob Patterson	⊌ 1		
		Jerome Boyd	≥ 1		
		 Johan Nygren 	* ₽		

On the same line as the person's name, to the right of the name, there is an icon with **three black dots**. Click on this, and then click on '**Edit'**.

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Teacher		Allison Sims	
Tools		Andrea Mills	
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Skolon Pass		Town:	
		Role: Teacher O Limiting settings User's school's School administrator	
		Customer number	
		Cecilia Johansson K	
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You will then see a window with information about the person, and here you can change this information. This is also where you can see the person's role. If it says **Role**: **Teacher**, click on the word 'Teacher,' and you will then have the option to change the role to **School Administrator**. Click on the word and then select '**Save**' in the upper right corner.

Now, the teacher has become an administrator in Skolon and can manage the school's settings, users, and licenses! Of course, you can also change back to a regular teacher account by following the same steps but choosing the role of a teacher instead.