Create and assign Skolon Pass

Ulf Kronsell - 2025-07-11 - Skolon Pass

To create and assign **Skolon Passes**, you need to be a Skolon administrator. These passes are generated and printed directly from Skolon.

Keep in mind that if you want to print passes class by class, you'll need to create Skolon Passes for one class at a time. This will give you a separate PDF file to download for each class.

Here's how to do it:

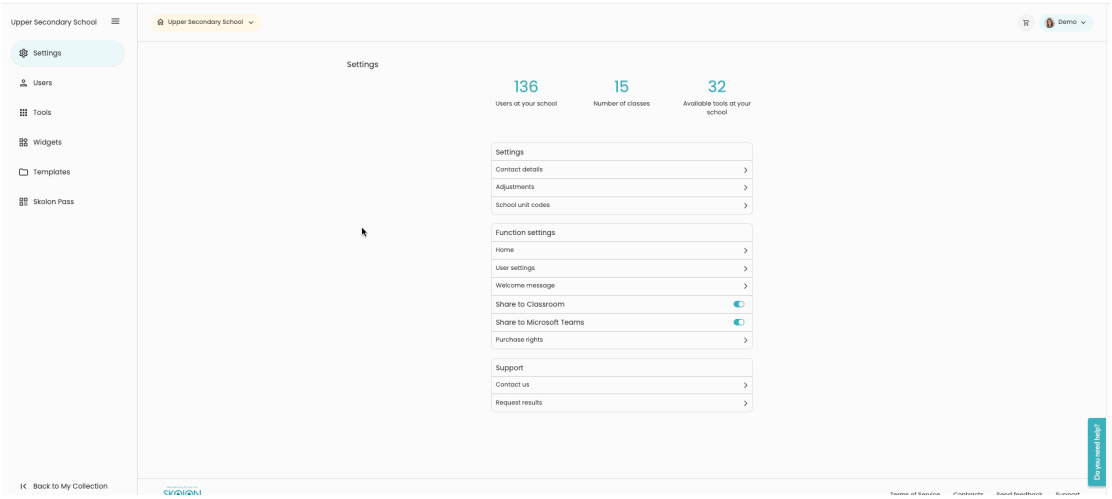
- Go to **Skoladmin** from My apps.
- Click on **Skolon Pass** in the left-hand menu.
- Click on **Create Skolon Pass**.
- Choose the login type you want to use:

Simple Login

This is the most common option. If you choose this, users can log in with their Skolon Pass, but also with their username/email and password.

Two-factor Authentication

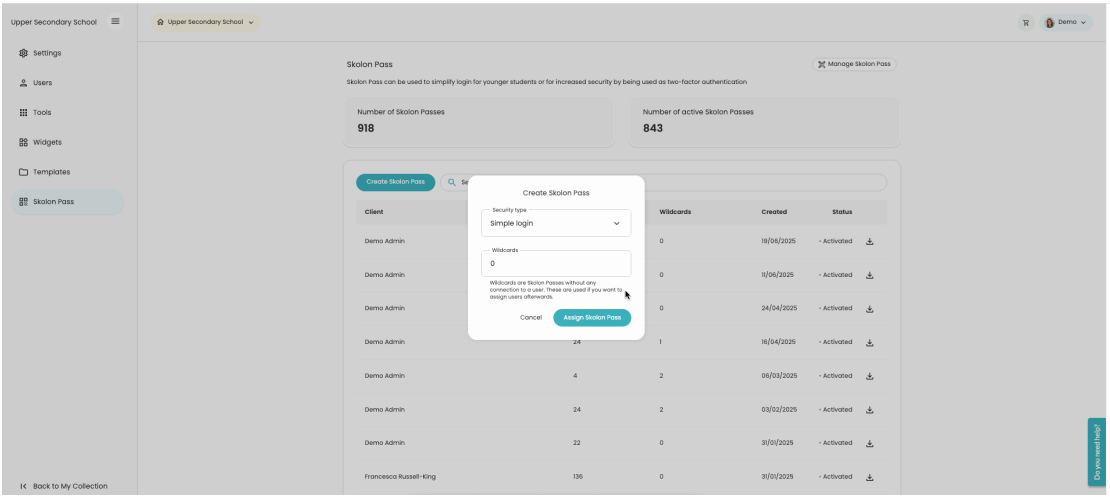
If you select this option, users **MUST** use their Skolon Pass to log in to Skolon. Logging in without the pass won't work.



You can also create **Wildcards**, which are Skolon Passes not tied to a specific user.
To do this, enter the quantity and then click **Assign Skolon Pass**.

- If you don't want to create Wildcards, you can choose to create and assign passes for the entire school, specific classes and groups, or individual users.

- Then, click **Assign Skolon Pass**.



Here, you can choose whether to assign to the entire school, a specific class, or individual users. Then, click **Generate Skolon Pass**.

Once the passes are created, you'll receive a confirmation. After that, you can download and print them.

Finally, before the passes can be used, you need to activate them. Click **Activate**.

