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## Renew licences

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You can easily renew your existing licences that are about to expire. You can do this in the following way:

- Go to School admin from My apps
- Go to **Tools** from the menu on the left and click on **Tool Management**
- Under the Expiring Licences tab, you can easily see all licences that are about to expire
- Tick the tools/licences you wish to renew and click on **Renew Licences**

A list of your existing licences for the tool will be displayed. Expiring licences are marked with a red dot. Click on Add to basket.

The licences that can be renewed will be added to the basket. **PLEASE NOTE!** note that only those that were marked with a red dot were transferred even though all existing licences were marked.

If everything looks correct, click on **Proceed to checkout**.

The screenshot shows the 'Settings' page in the SKOLON School Administrator interface. The page is titled 'Settings' and features three main statistics: 134 Users at your school, 15 Number of classes, and 42 Available tools at your school. Below these statistics, there are three sections of settings:

- Settings**: Contact details, Adjustments, School unit codes.
- Function settings**: Home, User settings, Welcome message, Share to Classroom (toggle on), Share to Microsoft Teams (toggle on), Purchase rights.
- Support**: Contact us, Request results.

The interface includes a left sidebar with navigation options: Settings, Users, Tools, Templates, Widgets, and Skolon Pass. At the bottom left, there is a 'Back to My Collection' link. At the bottom right, there is a 'Do you need help?' button.

In the checkout, fill in the reference number, etc.

**Please note!** You must manually change the desired delivery date if you do not want immediate delivery.