



[Kunskapsbas](#) > [For administrators](#) > [School Administrator](#) > [Manage tools](#) > [Start a licence request](#)

Start a licence request

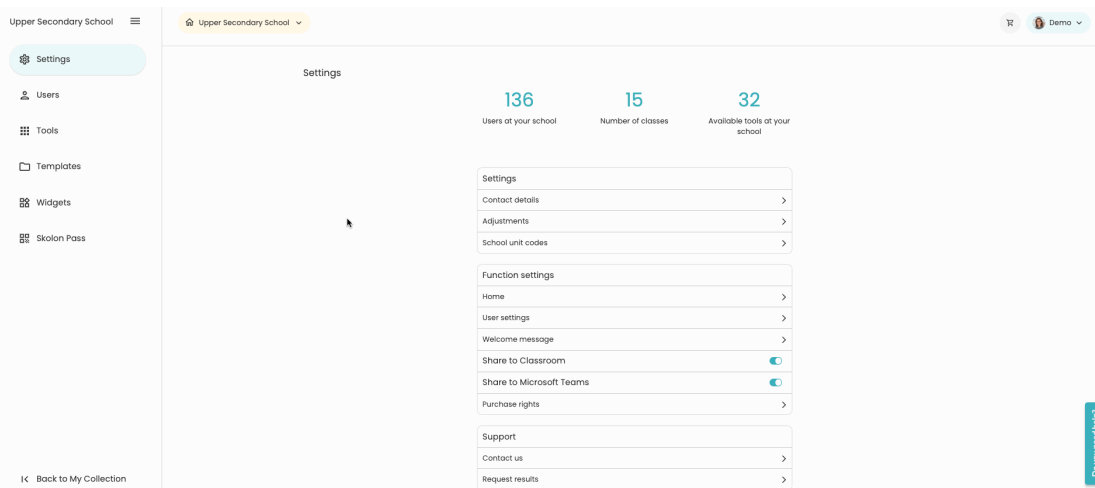
Clara Hardarsson - 2025-07-08 - [Manage tools](#)

The purpose of a licence request is to inform content providers that you wish to access and use their tools via Skolon.

Organisation and school administrators can send out a request for the distribution of licences for the schools in your organisation.

To begin a licence request, do the following:

- Go to the School Admin tool from My Apps
- Click on "Tools" in the menu on the left
- Click on "Licence Requests" in the upper menu. Here you will get a list of the licence requests you have already made and whether they have been answered or not.
- Press "New Request".
Here you can browse the list or search for the provider you intend to send the request to.



If you are a **school administrator**, the school you are making the request from will be displayed.

If you are an **organisation administrator**, you need to choose whether the request applies to all schools in your organisation or individual schools.

NOTE! It is important that you enter a date for the desired availability of the licences if you want a delayed delivery.

- Then fill in your contact details so that the provider can reach you for a closer dialogue regarding your licences.
- When you are done, press "Send".

The screenshot displays the 'Licence requests' section of the Skolon user interface. At the top, there is a navigation bar with the following items: 'Tool management', 'Order history', 'Subscriptions', 'Quotation request', and 'Licence requests' (which is underlined). Below the navigation bar, the page title 'Licence requests' is visible. The main content area features a 'New request' button on the left and a search bar on the right. Below these elements is a table with the following structure:

Partner	Request created	Response
Cosafe Technology AB	2022-03-15	Yes
Digixam	2022-03-15	Yes

At the bottom of the page, there is a footer with the Skolon logo on the left and links for 'Terms of Service', 'Contracts', 'Send feedback', and 'Support' on the right. A vertical button labeled 'Do you need help?' is located on the right side of the page.

When a licence request has been answered, you can see it in the interface, along with contact details for the relevant content provider.

The licences are then added to Skolon and assigned by an administrator. Please see our guide [Manage Licences](#) for more detailed instructions on how to do this.