Subscriptions

Clara Hardarsson - 2025-07-08 - Manage tools

Under the heading "Subscription," you will find information about existing licenses with automatic renewal.

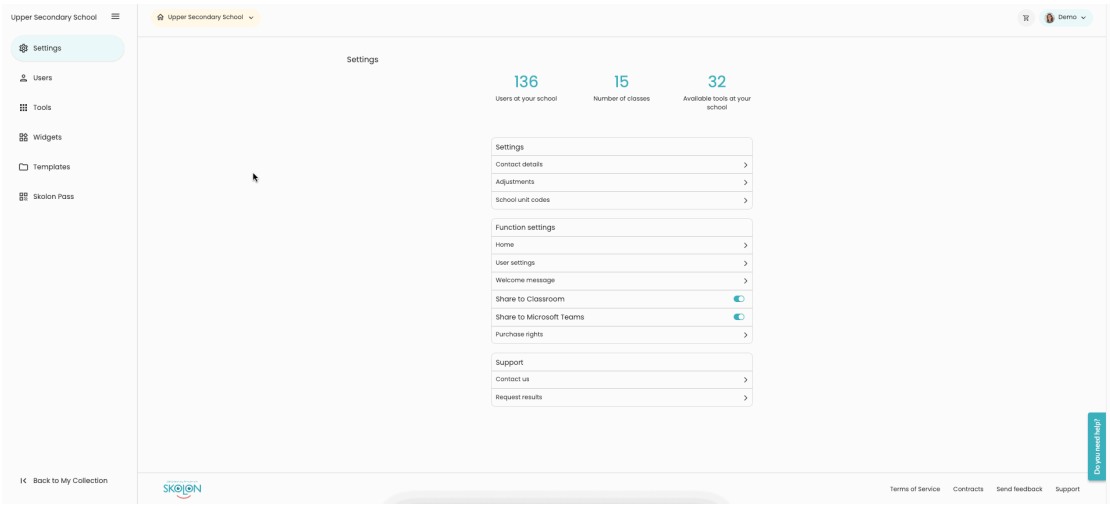
Management of all the organization's subscriptions can be done by the organization administrator at the organizational level, and a single school's subscriptions can be managed at the school level by the respective school administrator.

- Go to the school admin tool from **"My Apps."**
- Click on "Tools" in the left-hand menu and click on **"Subscription."**

The list shows the subscriptions that exist for the relevant principal or school.

At the top, you will find an overview of the number of subscriptions, the number of licenses associated with the subscriptions, and their total value.

Below, the subscriptions are listed, which can be sorted by renewal date and price. You can search for a specific provider or a specific tool, as well as filter the list by provider and renewal date.



To see details about a specific subscription, click on the relevant row.

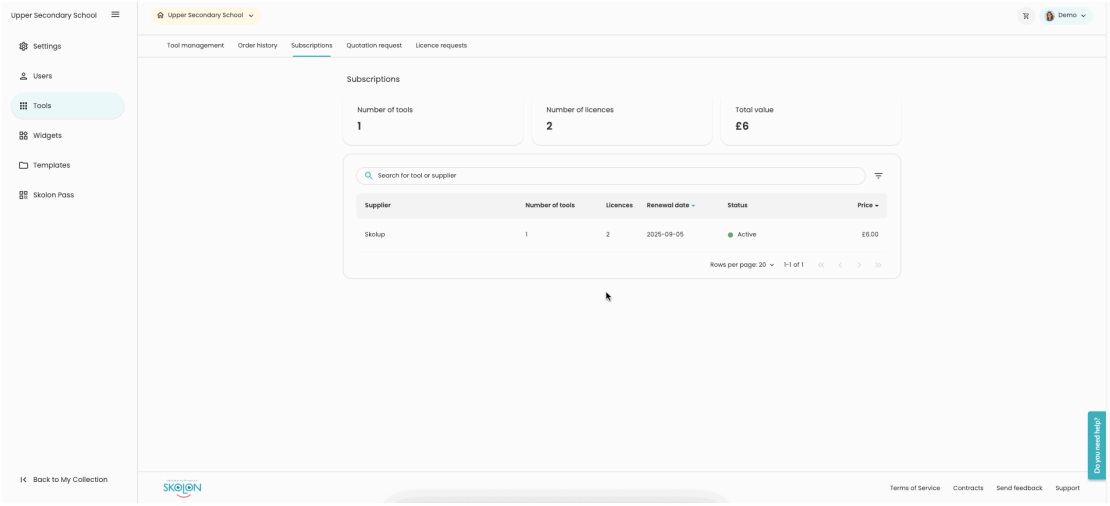
Here you will see the terms that apply to the current subscription, and you can also choose to cancel it.

The notice period is in most cases 90 days, but shorter periods may occur.

To cancel the subscription, click on **"End subscription."**

A pop-up with information and the option to confirm that you want to end the subscription will appear.

Click on "**End subscription.**"



If you change your mind and wish to resume the subscription, you can do so until the licenses expire.

Click on **"Resume subscription."**

A pop-up with information will open, and you can confirm that you want to resume the subscription.

Click on **"Resume subscription."**