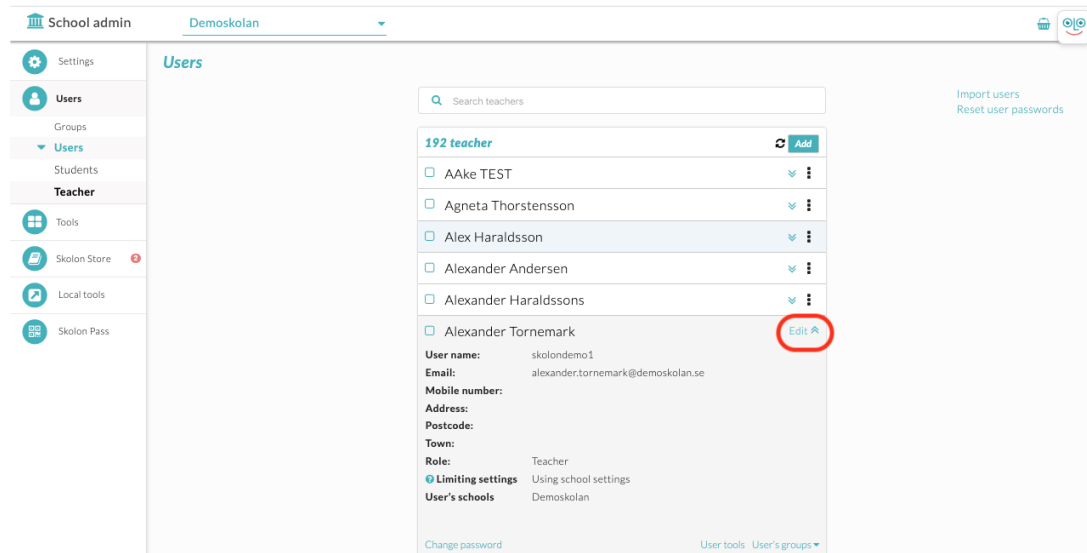


Add multiple schools to a user

Noah Kapteijn - 2022-11-21 - Manage users in Skolon

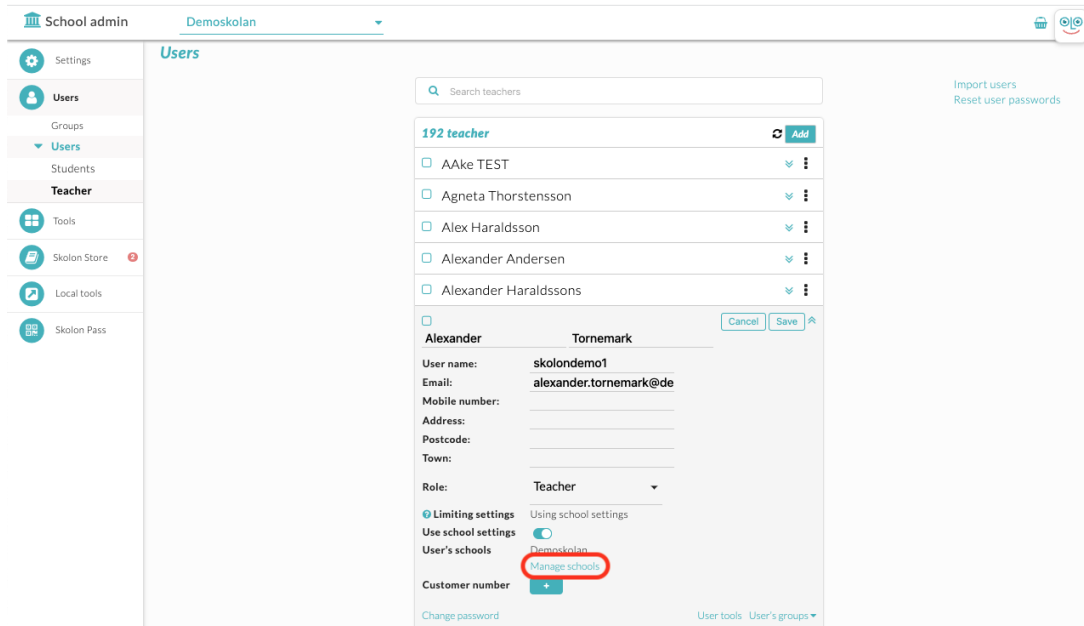
As an organization administrator, you can now connect several schools to a user directly from the School's administrator tool. This is a useful function, for example if a school administrator is to be able to administer more schools than his primary school, if a teacher has teaching at several schools or if students have teaching at more than one school.

In the admin tool, go to **Users** and select the user that is supposed to be linked to an additional schools. **Click Edit.**

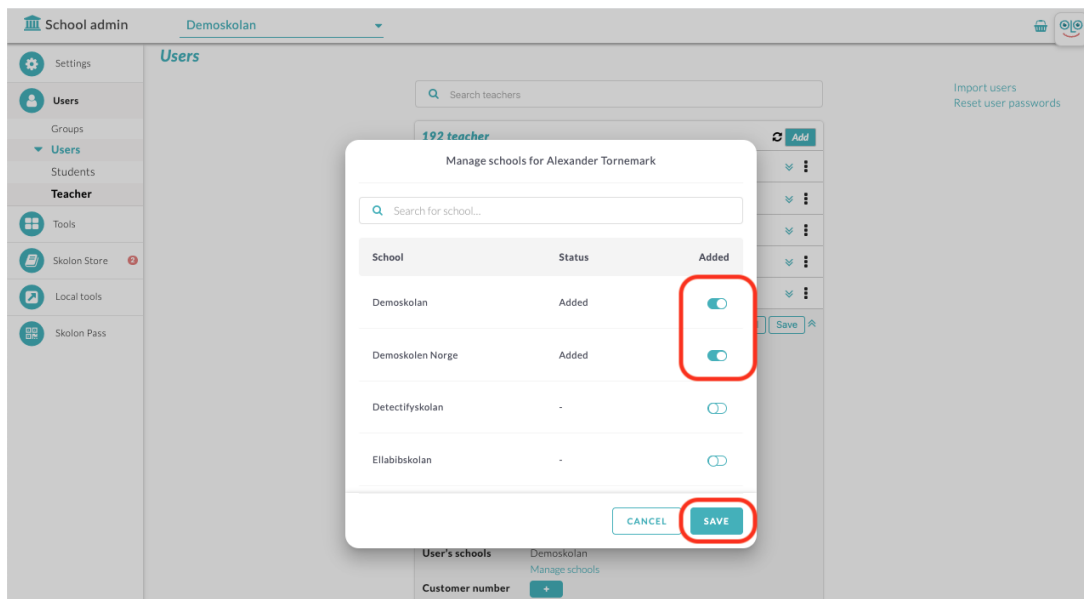


The screenshot shows the Skolon admin interface. On the left is a navigation menu with options: Settings, Users, Groups, Users (expanded), Students, Teacher, Tools, Skolon Store, Local tools, and Skolon Pass. The main content area is titled 'Users' and shows a list of 192 teachers. The user 'Alexander Tornemark' is selected, and the 'Edit' button next to his name is circled in red. Below the user name, details are shown: User name: skolondemo1, Email: alexander.tornemark@demoskolan.se, Mobile number, Address, Postcode, Town, Role: Teacher, Limiting settings: Using school settings, and User's schools: Demoskolan. At the bottom of the user details, there are links for 'Change password', 'User tools', and 'User's groups'.

Then click **Manage Schools.**



In the box that opens, you can select the schools that the user is supposed to be connected to. Then click **Save**.



The user can now switch between their schools in **My collection**. If the user has administrator rights, he can also switch between his schools inside the administrator tool.