

## 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.

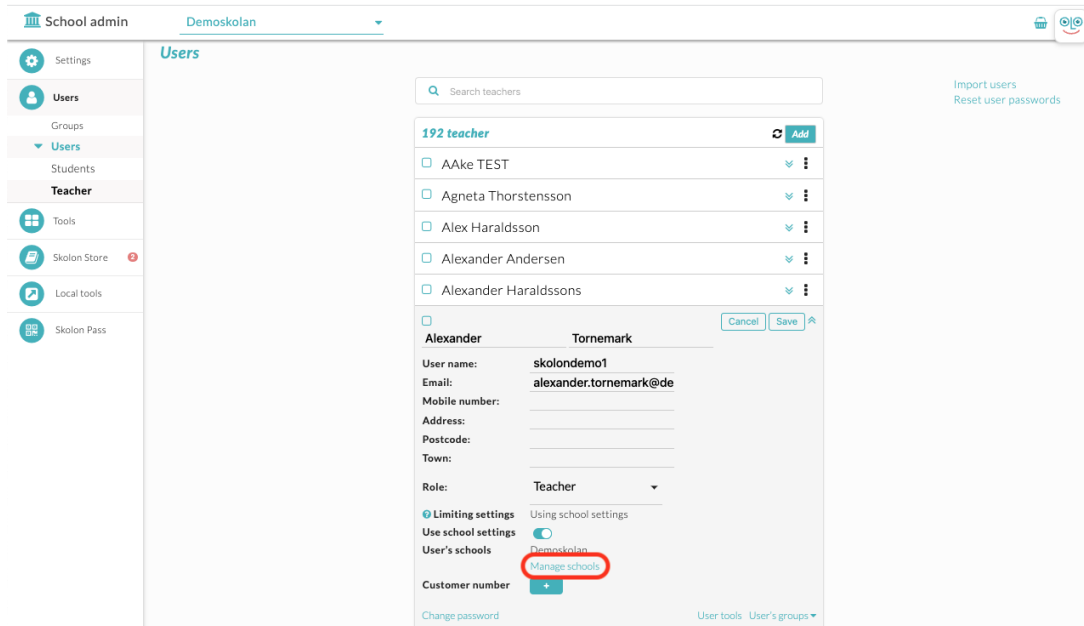
In the admin tool, go to **Users** and select the user that is supposed to be linked to an additional schools. **Click Edit.**

The screenshot shows the Skolon admin interface. On the left is a sidebar with navigation options: Settings, Users, Groups, Students, Teacher, Tools, Skolon Store, Local tools, and Skolon Pass. The main 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. The user details for Alexander Tornemark are shown below the list:

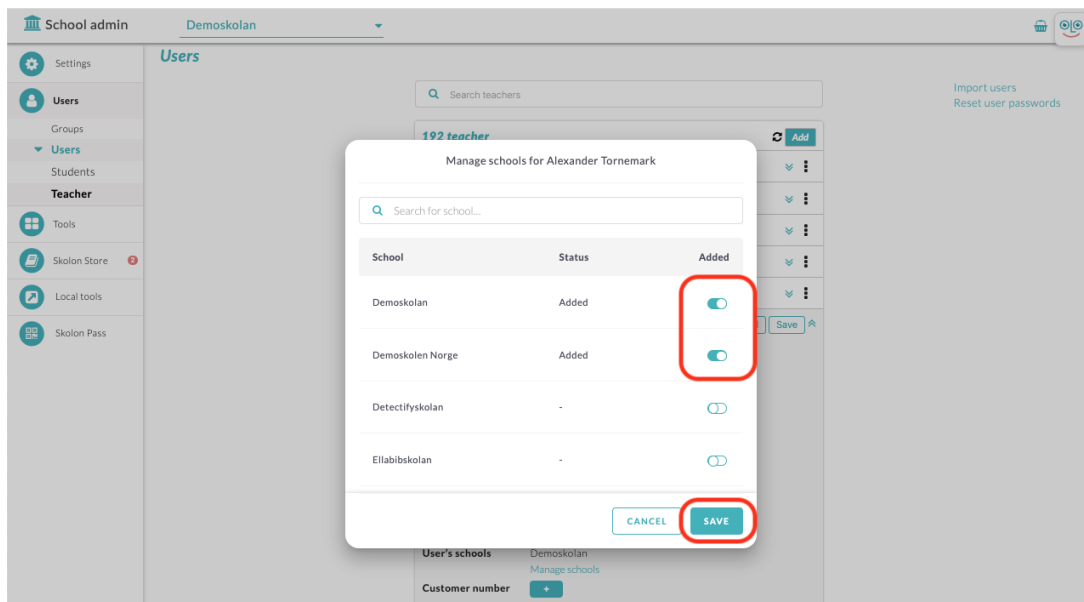
- User name: skolondemo1
- Email: alexander.tornemark@demoskolan.se
- Mobile number:
- Address:
- Postcode:
- Town:
- Role: Teacher
- Limiting settings: Using school settings
- User's schools: Demoskolan

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.