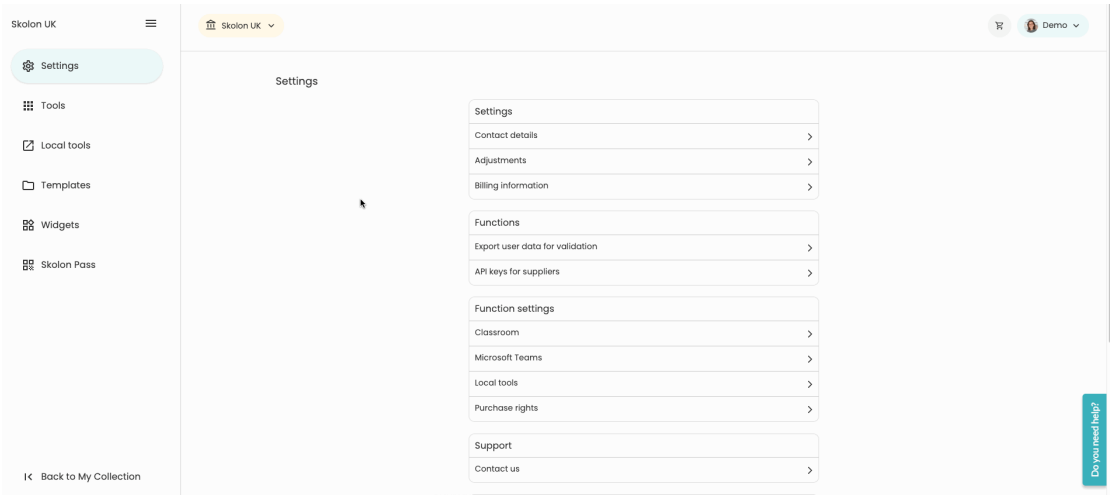
Assign budget administrator

Clara Hardarsson - 2025-07-01 - Manage permissions and purchasing settings

An Organisation Administrator in Skolon can make a user a Budget Administrator.

- Open School admin from My Apps.
- Via the menu at the top left, select the organisation level.
- Go to Settings and scroll down to the heading Users.
- Click on the School Administrators row
- Here you can scroll or search for existing Skolon administrators that you want to make budget administrators
- Once you've found the right person, tick the box next to their name.



To become a budget administrator, the user must be a school administrator. You can read our guide here on how to make a user a school administrator