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Assign organisation administration rights

Noah Kapteijn - 2023-10-04 - Manage users in Skolon

✓ Student	V Teacher	 Administrator
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This article applies to organisation administrators.

As an organisation administrator, you can assign organisation administrator and school administrator privileges from organiser level.

Open the **School Admin tool** and select the top level (organiser level) from the drop-down menu at the top of the page.

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			Settings		
Ø			Contact details	>	
			Adjustments	>	
UR			Billing information	>	
			Functions		
			Export user data for validation	>	
			Function settings		
			Classroom	>	
			Microsoft Teams	>	
			Support		
			Contact us	>	
			Users		
			Organisation administrators	>	
			School administrators	>	

Further down the page under the title **Users**, you can choose whether you want to manage Organisation Administrators or School Administrators.

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			Organisation administrators	-	
			School administrators		
			My settings		
			Welcome message		

Click on, for example, **Organisation Administrators** and you will see a list of the users who currently have this right.

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			Marcus Alvarsson Administrator	Demoskolan		۵×		
			Emanuel Berg Administrator	Demoskolan		Âx.		
		0	Tobias Edström Administrator	Skolon 0-6		≜ ×		

Add administrator

To add a new administrator, click on **Add Administrator**. You can then search for the user who should have rights, check and click Assign. If you want to add a school administrator, the procedure is exactly the same, but under Users, click on **School Administrators**.

NOTE! With regard to School Administrators, it is important to note that the user receives administrator rights for all schools to which they are connected.

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•		anna) Q	
0	Organisation Search		
Ø	E U	Selected:	
		Demoskolan	
		Asign ministrater Demoskolan	

If the administrator has rights to more than one school, this can be seen by displaying a + sign and then the number of schools to which the administrator is connected.

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	Ο	Alexander Andersen	Demoskolan		áx.	
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	0	Autotest API Administrator	Demoskolan		á x	
	0	Emanuel Berg Administrator	Demoskolan +1	R	áx.	

Remove administrator

To revoke the administrator privileges of one or more users, check the box next to their name, then click **Remove selected** or click the icon at the far right of the same row as the name. this applies to both organisation and school administrators.

NOTE! When you delete an administrator, it loses the administrator rights for all schools to which the user is connected.

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		Jafar Aladdinsson Administrator	Demoskolan	
	O	Marcus Alvarsson Administrator	Demoskolan	
		Emanuel Berg Administrator	Demoskolan	