How to make a user an administrator

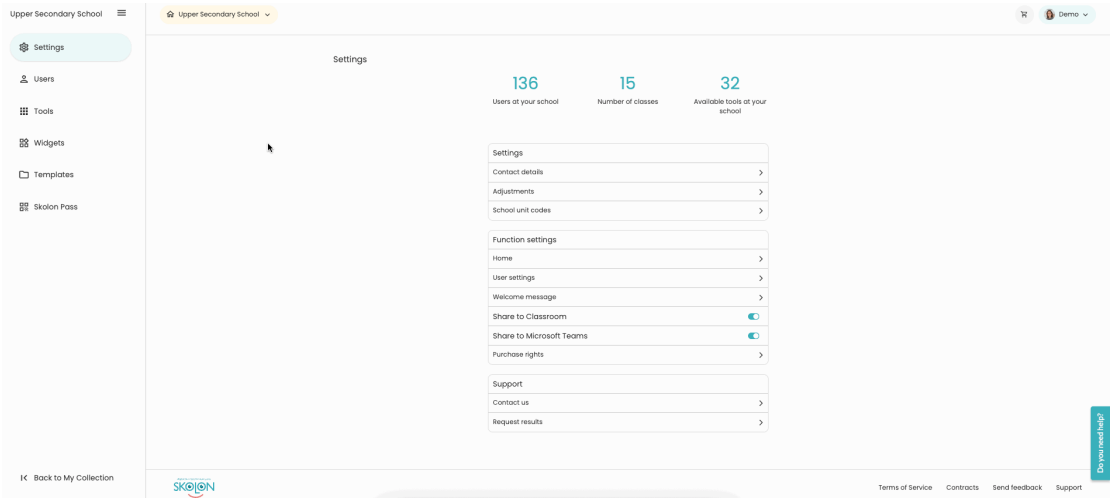
Clara Hardarsson - 2026-11-28 - Manage users

If you want to make a teacher an administrator so they can also manage users, licenses, and the school's Skolon account, it's very simple.

Start by:

- Log in to Skolon.
- Go to My Collection and click the **School Admin** icon.
- In the left-hand menu, select **Users**. Then click on **Staff Members**. You will now see a list of everyone with a teacher account. Find the person you want to make a school administrator in the list. Click on the user you want to make an administrator. **Tip:** If the list is long, there's a search box at the top of the page where you can type in the person's name.

A box will then appear with information about the person, and here you can edit these details. This is also where you'll see the person's current role. If it says **Role: Staff Member**, click on the word "Staff Member" and you'll get the option to change the role to **School Administrator**. Click on the word and then select **Save** in the bottom right corner.



The teacher has now been made an administrator in Skolon and can manage the school's settings, users, and licenses! Of course, you can also change them back to a regular teacher account by following the same steps, but choosing the "teacher" role instead.