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Manage Skolon Pass Clara Hardarsson - 2025-08-16 - Skolon Pass

Manage Skolon Passes

A Skolon administrator or organization administrator can both create and manage existing Skolon Passes.

To manage existing Skolon Passes, follow these steps:

- Go to Skoladmin via My Apps.
- Click on **Skolon Pass** in the left-hand menu.
- Click the Manage Skolon Passes button in the upper right corner.
- Here you can adjust or block existing assigned Skolon Passes. You can also assign **Wildcards** if you have any.

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III Tools		Users at your school Number of classes Available tools at your school	
B Widgets		Settings	
Templates		Contact details	
		Adjustments >	
BR Skolon Pass		School unit codes	
		Function settings	
		Home	
		User settings	
		Welcome message	
		Share to Classroom	
		Share to Microsoft Teams	
		Purchase rights >	
		Support	
		Contact us	
		Request results >	
			Logon meet help.
IK Back to My Collection	SKOLON		

Assigning Wildcards

To assign a wildcard pass, you'll first need to scan it. The scanning window will automatically appear once you've clicked **Manage Skolon Passes**.

A dialog box will pop up, allowing you to search for the user you want to assign the pass to.

Specify the desired security type for the login:

- **Simple Login** This is the most common option. If you choose this, users can log in with their Skolon Pass, or with their username/email and password.
- Two-Factor Authentication If you select this option, users MUST use their Skolon

Pass to log in to Skolon. Logging in without the pass will not work.

When you're done, click **Assign**.

Blocking or Adjusting a Skolon Pass

To change the security type or block a Skolon Pass, you'll first need to scan it. The scanning window will automatically appear once you've clicked **Manage Skolon Passes**.

Then, switch to the desired security type or click **Block Skolon Pass**.

Finally, click **Done**.