Manage Skolon Pass

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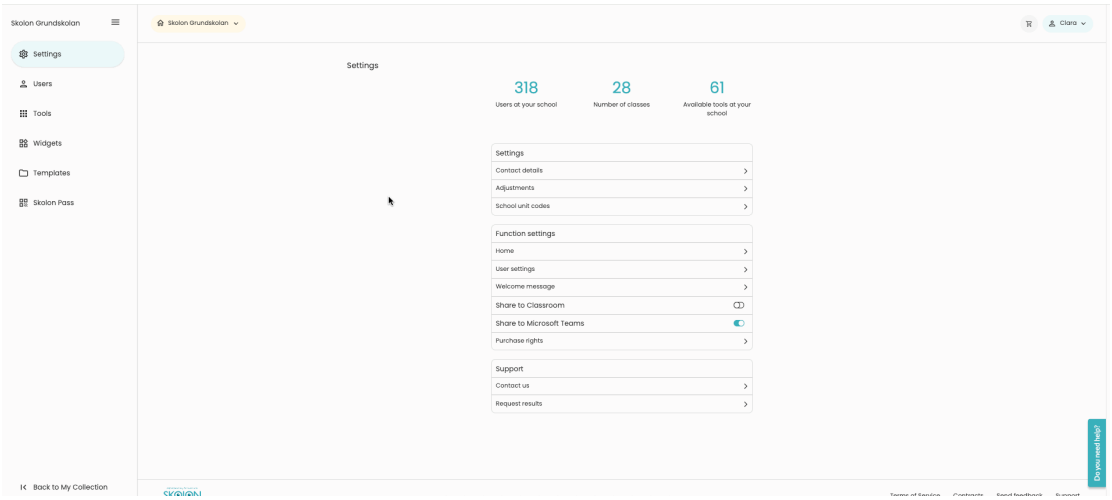
Manage Skolon Passes

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.



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**.