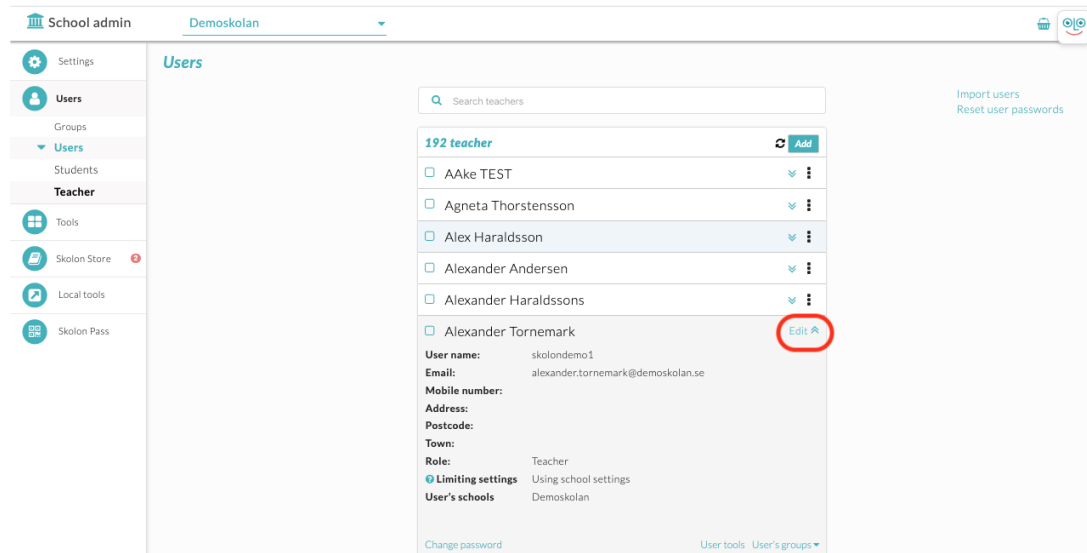


Add multiple schools to a user

Noah Kapteijn - 2022-11-21 - Manage users in Skolon

As an organization administrator, you can now connect several schools to a user directly from the School's administrator tool. This is a useful function, for example if a school administrator is to be able to administer more schools than his primary school, if a teacher has teaching at several schools or if students have teaching at more than one school.

In the admin tool, go to **Users** and select the user that is supposed to be linked to an additional schools. **Click Edit.**

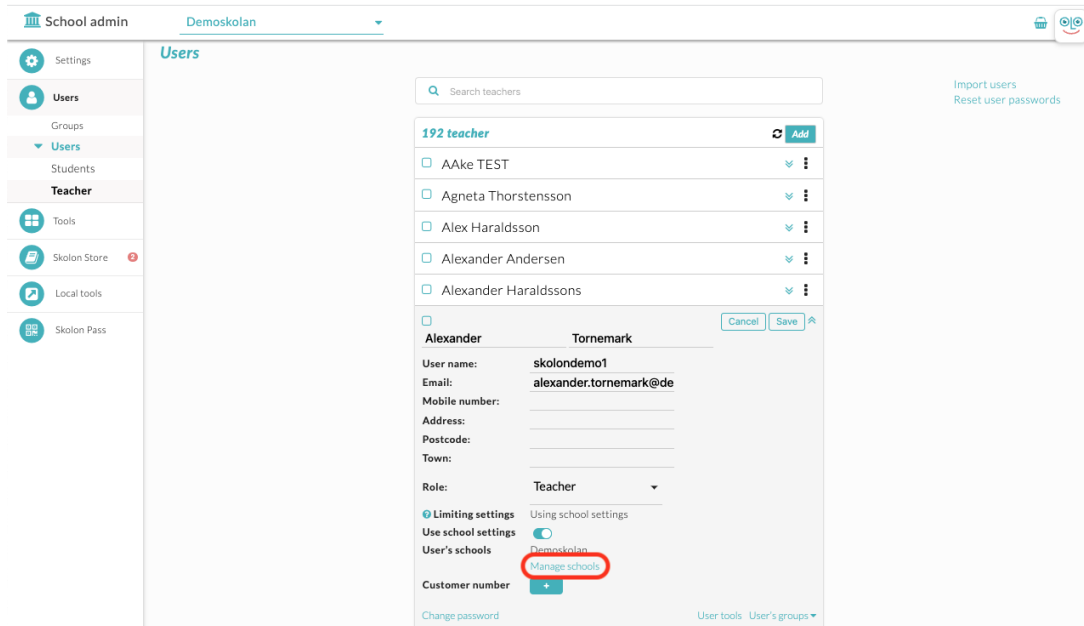


The screenshot shows the Skolon admin interface. The top navigation bar includes 'School admin' and 'Demoskolan'. The left sidebar contains a menu with 'Settings', 'Users', 'Groups', 'Students', 'Teacher', 'Tools', 'Skolon Store', 'Local tools', and 'Skolon Pass'. The main content area is titled 'Users' and features a search bar for teachers. A list of 192 teachers is shown, with 'Alexander Tornemark' selected. The 'Edit' button for this user is circled in red. The user details for Alexander Tornemark are displayed below the list, including fields for User name, Email, Mobile number, Address, Postcode, Town, Role, Limiting settings, and User's schools.

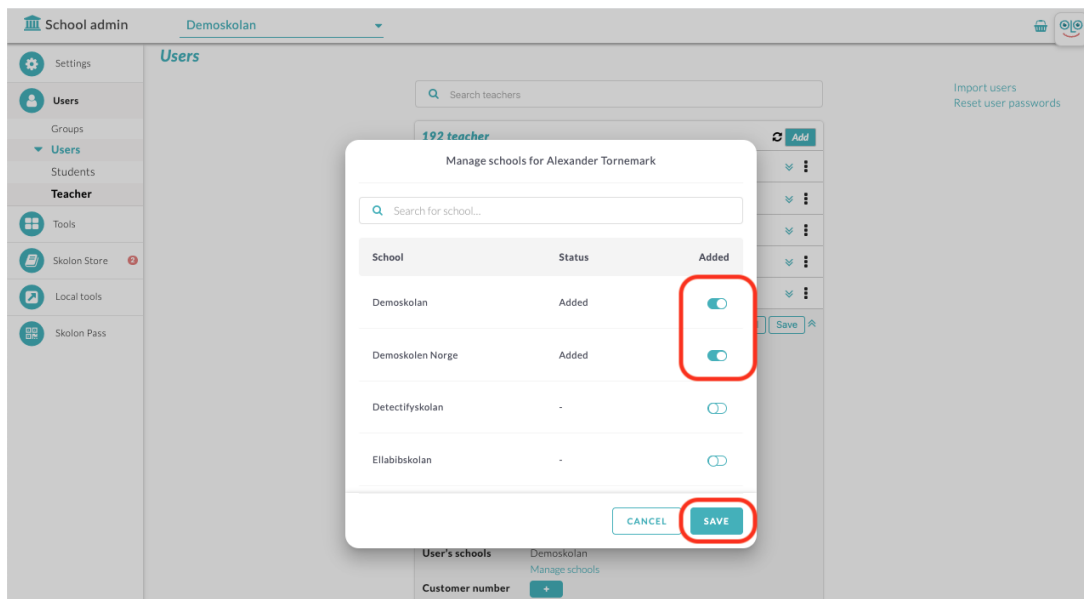
Teacher	Action
<input type="checkbox"/> AAke TEST	⌵ ⋮
<input type="checkbox"/> Agneta Thorstensson	⌵ ⋮
<input type="checkbox"/> Alex Haraldsson	⌵ ⋮
<input type="checkbox"/> Alexander Andersen	⌵ ⋮
<input type="checkbox"/> Alexander Haraldssons	⌵ ⋮
<input type="checkbox"/> Alexander Tornemark	⌵ ⋮ Edit

User details for Alexander Tornemark:
User name: skolondemo1
Email: alexander.tornemark@demoskolan.se
Mobile number:
Address:
Postcode:
Town:
Role: Teacher
Limiting settings: Using school settings
User's schools: Demoskolan

Then click **Manage Schools.**



In the box that opens, you can select the schools that the user is supposed to be connected to. Then click **Save**.



The user can now switch between their schools in **My collection**. If the user has administrator rights, he can also switch between his schools inside the administrator tool.