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Assign budget administrator

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An Organisation Administrator in Skolon can make a user a Budget Administrator.

- Open School admin from My Apps.
- Via the menu at the top left, select the organisation level.
- Go to Settings and scroll down to the heading Users.
- Click on the School Administrators row
- Here you can scroll or search for existing Skolon administrators that you want to make budget administrators
- Once you've found the right person, tick the box next to their name.

The screenshot shows the Skolon UK Settings page. On the left, a sidebar menu includes 'Settings' (which is selected and highlighted in green), 'Tools', 'Local tools', 'Templates', 'Widgets', and 'Skolon Pass'. At the bottom of the sidebar is a 'Back to My Collection' link. The main content area is titled 'Settings' and contains several sections: 'Settings' (Contact details, Adjustments, Billing information), 'Functions' (Export user data for validation, API keys for suppliers), 'Function settings' (Classroom, Microsoft Teams, Local tools, Purchase rights), and 'Support' (Contact us). A 'Do you need help?' button is located on the right side of the main content area.

To become a budget administrator, the user must be a school administrator. You can read our guide [here](#) on how to make a user a school administrator