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.

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