

## Assign organisation administration rights

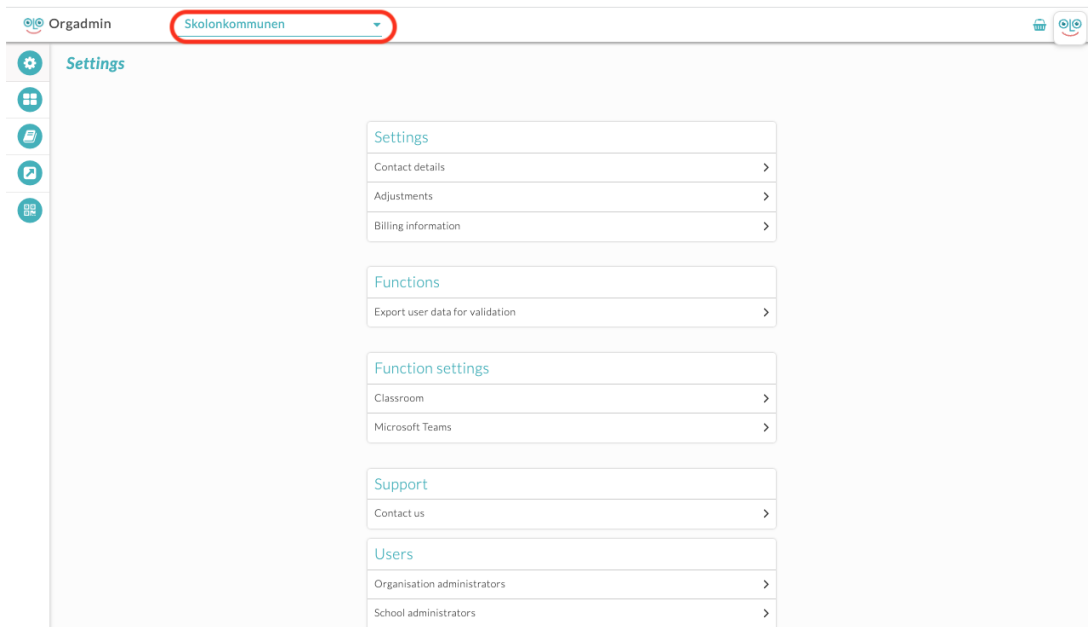
Noah Kapteijn - 2023-10-04 - Manage users in Skolon



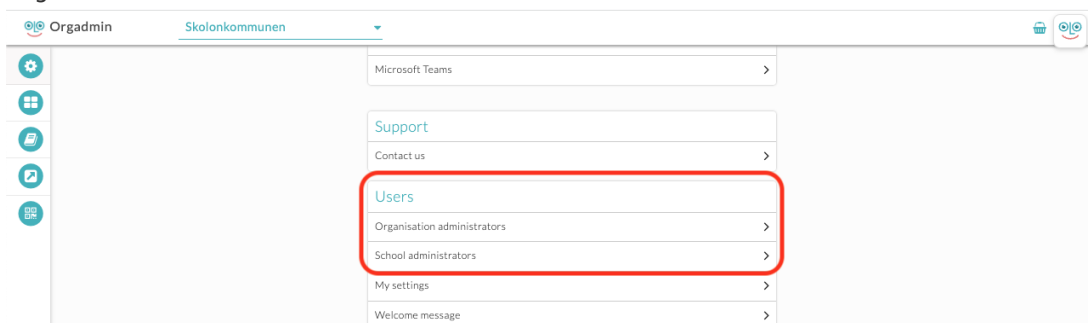
This article applies to organisation administrators.

As an organisation administrator, you can assign organisation administrator and school administrator privileges from organiser level.

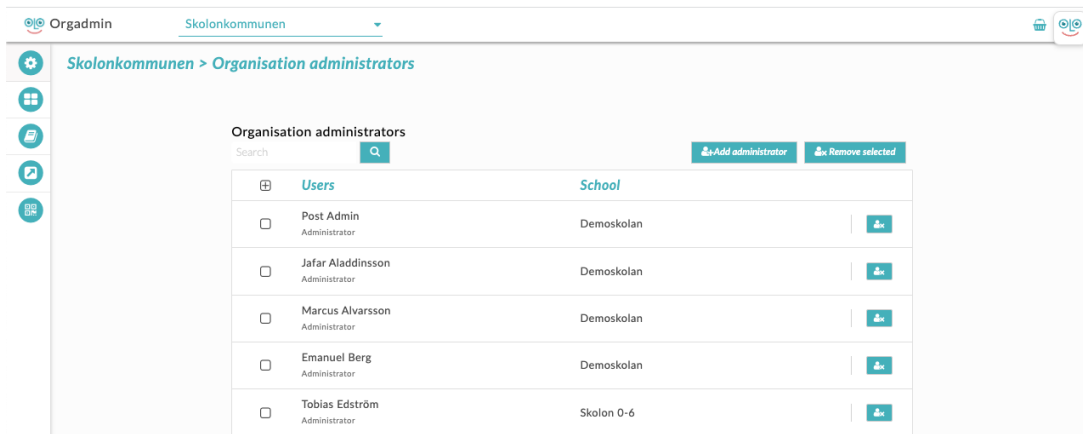
Open the **School Admin tool** and select the top level (organiser level) from the drop-down menu at the top of the page.



Further down the page under the title **Users**, you can choose whether you want to manage Organisation Administrators or School Administrators.



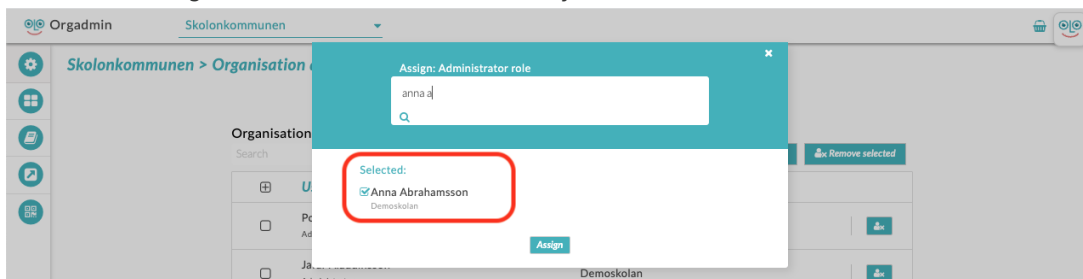
Click on, for example, **Organisation Administrators** and you will see a list of the users who currently have this right.



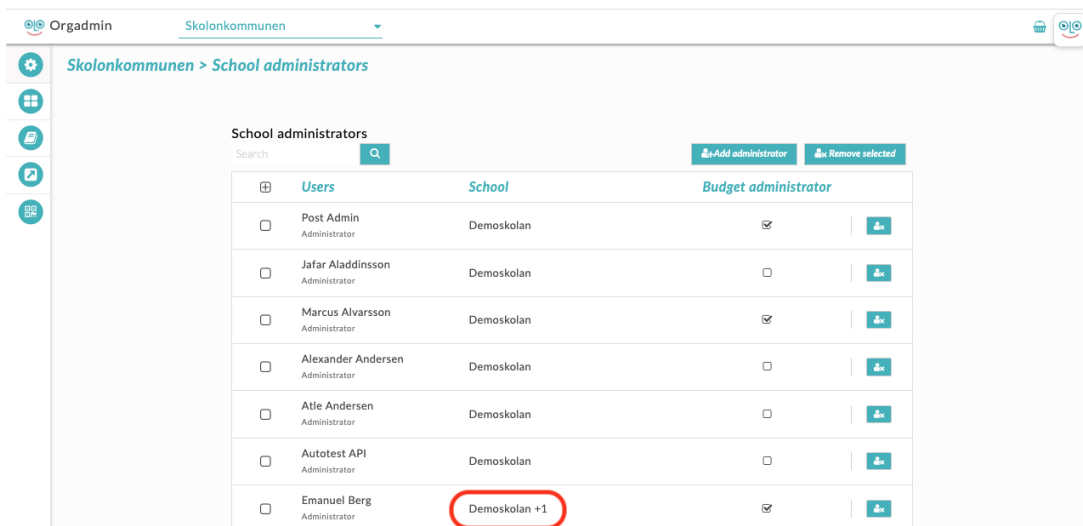
### Add administrator

To add a new administrator, click on **Add Administrator**. You can then search for the user who should have rights, check and click Assign. If you want to add a school administrator, the procedure is exactly the same, but under Users, click on **School Administrators**.

**NOTE!** With regard to School Administrators, it is important to note that the user receives administrator rights for all schools to which they are connected.



If the administrator has rights to more than one school, this can be seen by displaying a + sign and then the number of schools to which the administrator is connected.



### Remove administrator

To revoke the administrator privileges of one or more users, check the box next to their name, then click **Remove selected** or click the icon at the far right of the same row as the name. this applies to both organisation and school administrators.

**NOTE!** When you delete an administrator, it loses the administrator rights for all schools to which the user is connected.

The screenshot shows the 'Organisation administrators' page in the Orgadmin system. The page title is 'Skolonkommunen > Organisation administrators'. Below the title, there is a search bar and two buttons: 'Add administrator' and 'Remove selected'. The 'Remove selected' button is circled in red. Below the buttons is a table with two columns: 'Users' and 'School'. The table contains four rows of administrator data. The first three rows have unchecked checkboxes, while the fourth row, for Emanuel Berg, has a checked checkbox. The delete icon for Emanuel Berg is also circled in red.

Users	School
<input type="checkbox"/> Post Admin Administrator	Demoskolan
<input type="checkbox"/> Jafar Aladdinsson Administrator	Demoskolan
<input type="checkbox"/> Marcus Alvarsson Administrator	Demoskolan
<input checked="" type="checkbox"/> Emanuel Berg Administrator	Demoskolan