



Create and assign Skolon Pass

Ulf Kronsell - 2025-07-11 - [Skolon Pass](#)

To create and assign **Skolon Passes**, you need to be a Skolon administrator. These passes are generated and printed directly from Skolon.

Keep in mind that if you want to print passes class by class, you'll need to create Skolon Passes for one class at a time. This will give you a separate PDF file to download for each class.

Here's how to do it:

- Go to **Skoladmin** from My apps.
- Click on **Skolon Pass** in the left-hand menu.
- Click on **Create Skolon Pass**.
- Choose the login type you want to use:

Simple Login

This is the most common option. If you choose this, users can log in with their Skolon Pass, but also 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 won't work.

You can also create **Wildcards**, which are Skolon Passes not tied to a specific user. To do this, enter the quantity and then click **Assign Skolon Pass**.

- If you don't want to create Wildcards, you can choose to create and assign passes for the entire school, specific classes and groups, or individual users.

- Then, click **Assign Skolon Pass**.

Skolon Pass

Skolon Pass can be used to simplify login for younger students or for increased security by being used as two-factor authentication.

Number of Skolon Passes: 918 Number of active Skolon Passes: 843

Create Skolon Pass

Client: Demo Admin

Security type: Simple login

Wildcards: 0

Wildcards are testing passes without any connection to a user. These are used if you want to assign users otherwise.

Created: 19/04/2025 Status: Activated

Assign Skolon Pass

Client	Number	Wildcards	Created	Status
Demo Admin	24	1	19/04/2025	Activated
Demo Admin	4	2	06/03/2025	Activated
Demo Admin	24	2	03/02/2025	Activated
Demo Admin	22	0	31/01/2025	Activated
Francesca Russell-King	138	0	31/01/2025	Activated
Demo Admin	135	0	07/01/2025	Activated

Here, you can choose whether to assign to the entire school, a specific class, or individual users. Then, click **Generate Skolon Pass**.

Once the passes are created, you'll receive a confirmation. After that, you can download and print them.

Finally, before the passes can be used, you need to activate them. Click **Activate**.

Skolon Pass

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Client	Number	Wildcards	Created	Status
Francesca Russell-King	132	0	10/10/2024	Activated
Nelli Eklund	45	0	27/09/2024	Activate
Nelli Eklund	22	1	27/09/2024	Activated
Francesca Russell-King	25	3	23/08/2024	Activate
Demo Admin	4	2	06/03/2025	Activated
Demo Admin	24	2	03/02/2025	Activated
Demo Admin	22	0	31/01/2025	Activated
Francesca Russell-King	136	0	31/01/2025	Activated
Demo Admin	135	0	07/01/2025	Activated