Manage a User's Skolon Pass

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As an administrator, you can manage individual users' **Skolon Passes** and either block a pass or change its security type (Simple Login or Two-factor Authentication).

Please note: If a user has "Two-factor Authentication" as their security type on their Skolon Pass (or any of them, should the user have multiple Skolon Passes), the user **must** use this pass to log in.

- Go to the **Skoladmin** tool from My Apps.
- Click on **Users** in the left-hand menu.
- Then, in the top menu, select the type of user you want to manage and search for the user's name, or scroll through the list.
- Click on the row with the user's name. In the dialog box that opens, click **Skolon Pass**.

Here you can choose to block a pass or change its security type.

- To block the pass, click the **icon** on the right.
- To change the security type, click the **drop-down menu** and select the desired security type.

Important: If you choose Two-factor Authentication, the user **must** use their Skolon Pass to log in to Skolon.

