Start a licence request

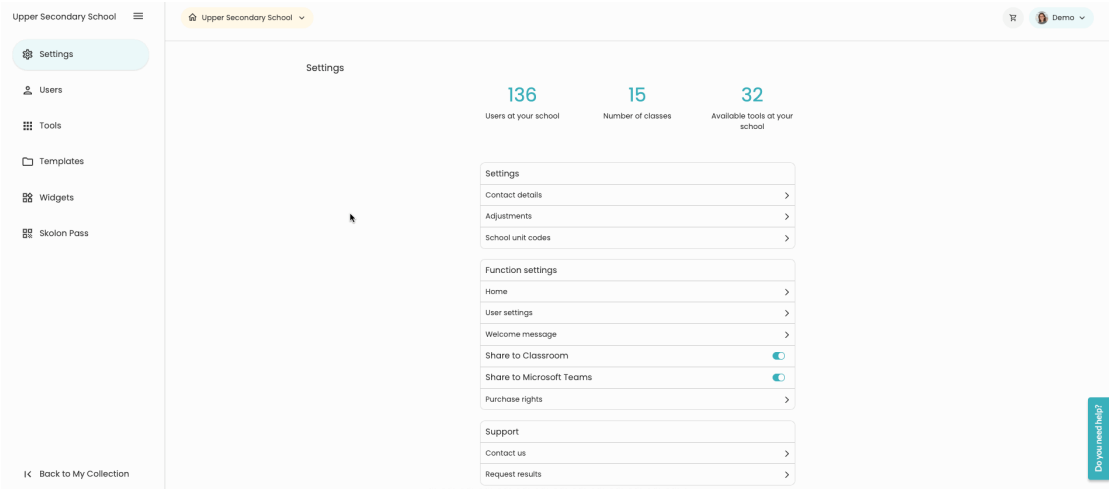
Clara Hardarsson - 2025-07-08 - Manage tools

The purpose of a licence request is to inform content providers that you wish to access and use their tools via Skolon.

Organisation and school administrators can send out a request for the distribution of licences for the schools in your organisation.

To begin a licence request, do the following:

- Go to the School Admin tool from My Apps
- Click on "Tools" in the menu on the left
- Click on "Licence Requests" in the upper menu. Here you will get a list of the licence requests you have already made and whether they have been answered or not.
- Press "New Request".
  Here you can browse the list or search for the provider you intend to send the request to.



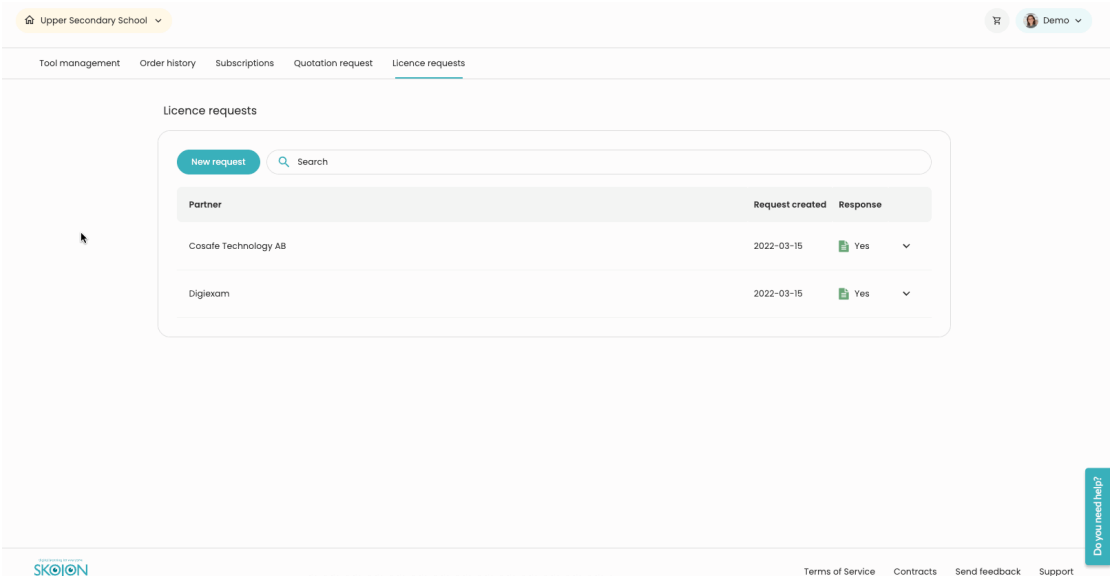
If you are a **school administrator**, the school you are making the request from will be displayed.

If you are an **organisation administrator,** you need to choose whether the request applies to all schools in your organisation or individual schools.

NOTE! It is important that you enter a date for the desired availability of the licences if you want a delayed delivery.

- Then fill in your contact details so that the provider can reach you for a closer dialogue regarding your licences.

- When you are done, press "Send".



When a licence request has been answered, you can see it in the interface, along with contact details for the relevant content provider.

The licences are then added to Skolon and assigned by an administrator.
Please see our guide Manage Licences for more detailed instructions on how to do this.