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## Contact your administrator

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Here's how to find out who the administrator is at your school

- Go to the **Content** button in the top right-hand corner of My Apps.
- Click on **Contact your administrator**
- You will then see a list of all the Skolon administrators and organisation administrators for your organisation.
- Click on the administrator's email address to copy it to your clipboard

The screenshot shows the Skolon My Apps interface. At the top, there are navigation links: 'Lower Secondary School', 'My apps' (which is the active tab), 'Skolon app store', and 'Teachers' room'. On the right, there are user icons for 'Demo' and 'Sign in'.

The main area is titled 'My apps' and shows a grid of digital tools. A sidebar on the right lists 'Contents (36)' and '22 tools'. A message to 'Hello Demo Admin' is displayed, stating: 'Your school is currently bringing together all your digital tools and distributing them, so that the right tools end up with the right staff member and student. So if you're missing a tool, it may appear shortly. Keep a look out!' Below this message are several tool icons:

- Skolon apps
- WeVideo
- Skolup AI
- Book Creator for ...
- ClickView
- Microsoft Teams
- Canva
- TextAid
- Equatio
- Purple Mash
- Mathplanet
- Microsoft Teams Assignments
- Ask AI with Skolup

At the bottom right of the interface, there is a link 'Do you need help?'

**Are you missing licenses for a school?** Please contact the School Administrator first.