



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.

The screenshot shows the Skolon Grundskolan Settings page. The sidebar on the left includes options for Settings, Users, Tools, Widgets, Templates, and Skolon Pass. The main content area displays user statistics: 318 Users of your school, 28 Number of classes, and 61 Available tools at your school. Below these are sections for Settings (Contact details, Adjustments, School unit codes), Function settings (Home, User settings, Welcome message, Share to Classroom, Share to Microsoft Teams, Purchase rights), and Support (Contact us, Request results). At the bottom, there are links for Back to My Collection, Terms of Service, Privacy, and Support.