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How to make a user an administrator

Clara Hardarsson - 2025-08-25 - Manage users

If you want to make a teacher an administrator so they can also manage users, licenses, and the school's Skolon account, it's very simple.

Start by:

- Log in to Skolon.
- Go to My Collection and click the **School Admin** icon.
- In the left-hand menu, select Users. Then click on Staff Members. You will now see
  a list of everyone with a teacher account. Find the person you want to make a school
  administrator in the list. Click on the user you want to make an administrator. Tip: If
  the list is long, there's a search box at the top of the page where you can type in the
  person's name.

A box will then appear with information about the person, and here you can edit these details. This is also where you'll see the person's current role. If it says **Role: Staff Member**, click on the word "Staff Member" and you'll get the option to change the role to **School Administrator**. Click on the word and then select **Save** in the bottom right corner.

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The teacher has now been made an administrator in Skolon and can manage the school's settings, users, and licenses! Of course, you can also change them back to a regular teacher account by following the same steps, but choosing the "teacher" role instead.