

Kunnskapsbase > For administrators > School Administrator > Manage tools > Renew licences

## Renew licences

Clara Hardarsson - 2025-07-01 - Manage tools

You can easily renew your existing licences that are about to expire. You can do this in the following way:

- Go to School admin from My apps
- Go to Tools from the menu on the left and click on Tool Management
- Under the Expiring Licences tab, you can easily see all licences that are about to expire
- Tick the tools/licences you wish to renew and click on Renew Licences

A list of your existing licences for the tool will be displayed. Expiring licences are marked with a red dot. Click on Add to basket.

The licences that can be renewed will be added to the basket. **PLEASE NOTE!** note that only those that were marked with a red dot were transferred even though all existing licences were marked.

If everything looks correct, click on **Proceed to checkout**.

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\$ Settings	Settings				
2 Users		134	15	42	
III Tools		Users at your school	Number of classes	Available tools at your school	
Templates		Settings			
B Widgets		Contact details		>	
		Adjustments		>	
B Skolon Pass	*	School unit codes		>	
		Function settings			
		Home		>	
		User settings		>	
		Welcome message		>	
		Share to Classroom		•	
		Share to Microsoft Team	5	•	
		Purchase rights		>	
		Support			
		Contact us		>	
IC Back to My Collection		Request results		>	

In the checkout, fill in the reference number, etc.

**Please note!** You must manually change the desired delivery date if you do not want immediate delivery.