



## Renew licences

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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**.

Lower Secondary School

Lower Secondary School

Settings

134 Users at your school

15 Number of classes

42 Available tools at your school

Do you need help?

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.