



Subscriptions

Clara Hardarsson - 2025-07-08 - [Manage tools](#)

Under the heading "Subscription," you will find information about existing licenses with automatic renewal.

Management of all the organization's subscriptions can be done by the organization administrator at the organizational level, and a single school's subscriptions can be managed at the school level by the respective school administrator.

- Go to the school admin tool from "**My Apps.**"
- Click on "Tools" in the left-hand menu and click on "**Subscription.**"

The list shows the subscriptions that exist for the relevant principal or school.

At the top, you will find an overview of the number of subscriptions, the number of licenses associated with the subscriptions, and their total value.

Below, the subscriptions are listed, which can be sorted by renewal date and price. You can search for a specific provider or a specific tool, as well as filter the list by provider and renewal date.

The screenshot shows the SKOLON School Admin tool interface. The top navigation bar displays 'Upper Secondary School'. The left sidebar is titled 'Upper Secondary School' and contains the following menu items: 'Settings' (selected), 'Users', 'Tools', 'Widgets', 'Templates', and 'Skolon Pass'. The main content area is titled 'Settings' and displays three key statistics: '136 Users of your school', '15 Number of classes', and '32 Available tools at your school'. Below these statistics is a list of settings, function settings, and support options. The 'Function settings' section includes links for 'Home', 'User settings', 'Welcome message', 'Share to Classroom' (which is turned on), 'Share to Microsoft Teams' (which is turned on), and 'Purchase rights'. The 'Support' section includes links for 'Contact us' and 'Request results'. At the bottom of the page, there are links for 'Terms of Service', 'Contracts', 'Send feedback', and 'Support'.

To see details about a specific subscription, click on the relevant row.

Here you will see the terms that apply to the current subscription, and you can also choose to cancel it.

The notice period is in most cases 90 days, but shorter periods may occur.

To cancel the subscription, click on "**End subscription.**"

A pop-up with information and the option to confirm that you want to end the subscription will appear.

Click on "**End subscription.**"

The screenshot shows the Skolon Pass software interface. The left sidebar has a 'Tools' section highlighted in green, containing 'Upper Secondary School', 'Settings', 'Users', 'Widgets', 'Templates', and 'Skolon Pass'. The main content area is titled 'Subscriptions' and shows the following data:

Supplier	Number of tools	Licences	Renewal date	Status	Price
Skolup	1	2	2029-09-06	Active	€6.00

Below the table, there are buttons for 'Rows per page: 20', '1-1 of 1', and 'Search for tool or supplier'.

If you change your mind and wish to resume the subscription, you can do so until the licenses expire.

Click on **"Resume subscription."**

A pop-up with information will open, and you can confirm that you want to resume the subscription.

Click on **"Resume subscription."**