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## Rename a school

Clara Hardarsson - 2026-02-04 - [School Administrator](#)

As an organisation or school administrator, you can change the name of your school(s) via the School Admin tool.

This is done as follows:

- Open the School Admin tool.
- Under Settings, click on **Contact details**.
- Click on **Edit**.
- Enter the new name and click on **Save**.

The screenshot shows the Skolon School Admin tool interface. The left sidebar has a 'Settings' tab selected, with other options like 'Tools', 'Local tools', 'Widgets', 'Templates', and 'Skolon Pass'. The main content area is titled 'Settings' and contains several sections: 'Contact details', 'Adjustments', 'Billing information', 'Functions', 'API keys for suppliers', 'Function settings' (with sub-options for Classroom, Microsoft Teams, Local tools, and Purchase rights), 'Support' (with 'Contact us'), 'Users' (with sub-options for Organisation administrators, School administrators, User settings, and Welcome message), and 'Schools' (with sub-options for Mittenskolan, Normskolan, and Skolon forskola, each with a 'Manage schools' button). The top right shows a user profile for 'Clara' and a 'Logout' button. The bottom right corner has a 'Skolon School Admin' watermark.