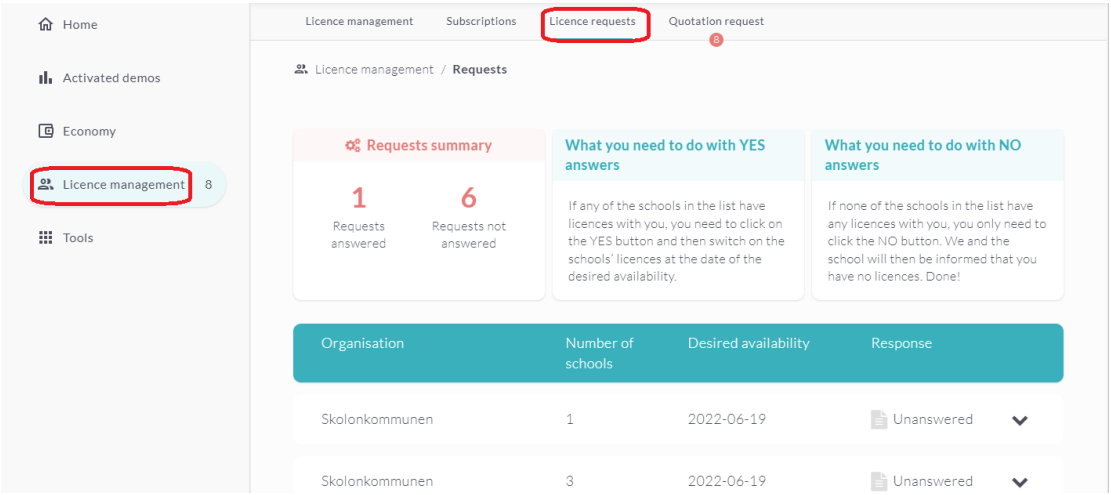
License requests

Ulf Kronsell - 2023-07-03 - License Requests

1. Log in to the Partner portal through www.skolon.com. Don't have an account?
Contact us: support@skolon.eu

2. Click **License management** in the left menu. If you have received an e-mail about a pending license request you will find the request in this menu. Information about the process follows below.



A Skolon license inventory is carrried out in collaboration with a school organisation/Skolon administrator when the organisation wants to transfer existing licenses to Skolon, or for you as a partner define a school as a "Skolon school" to enable delivery through Skolon. The inventory helps the organisation to get control of current licenses and to make the most of their digital learning environment. Because of this it is of great importance that you as a partner is familiar with the required actions. This may also increase the usage of your tools.

This is how Skolon license inventory works - 3 steps to follow

1. Notification of license request to partner
When an organisation wants to get their existing licenses transfered to Skolon they make a license request. This request contains information about organisation/schools, Skolon ID, prefered date to get existing licenses transfered to Skolon and contact persons. It is possible for the Skolon administrator to also send requests fo specific schools. The notification mail is sent to the e-mail address that is entered into **Settings** in the Partner portal. All requests are listed in the **License requests** section of the **License management** category in the Partner portal.

2. Inform the organisation wheter they have licenses from you or not
In the license request there are two buttons available for you to click. If you have active licenses for the organisation/school, click **YES**. You have five (5) working days to assign licenses to the correct schools, allowing the the user to access and manage their licenses trough Skolon. There may also be a specified date when the organisation require to have the licenses available in Skolon. In that case the specified date is the date that applies.

If the organisation haven't purchased any of your licenses, click the **NO**-button. The organisation will then be notified that they do not have any of your licenses.

3. If you click YES: Assign licenses

If you have active licenses for any or all schools in the organisation, you are required to transfer/assign to these schools in Skolon. Assigning the licenses is done through the Partner portal as usual. If you have any questions about license requests or how to assign licenses we are happy to help. Please contact support@skolon.eu