

# Manage your team

If you are an account coordinator, you may invite new users or revoke their access. In addition, you may view all your linked accounts by clicking Accounts in the top menu bar.

Default account: [appcara](#)

Account	Reset Period	CPU Oneasia	GPU Oneasia	CPU Shared	GPU Shared	CPU Dedicated	GPU Dedicated	Jobs	Users
<a href="#">appcara</a> consumer / coordinator	Monthly next: 01-12-22	13 / 800 (1.6%)	1 / 100 (1.0%)	0	0	0	0	<a href="#">active jobs</a> <a href="#">completed jobs</a>	3 / 10

The default account is used when you submit a job without specifying a particular account. You may check account quota, usage, and jobs on this screen. Or click an account name to enter the account page.

“ There are two types of accounts: billing and consumer. Billing accounts can have sub-accounts but consumer accounts can not. However, only consumer accounts can submit jobs, on the other hand, billing accounts have monthly invoices.

Id	Email	Is Coordinator	Actions
<a href="#">loki</a>	loki.ng@appcara.com	Yes	<a href="#">revoke access</a>
<a href="#">don</a>	don.chu@appcara.com	Yes	<a href="#">revoke access</a>
<a href="#">milo</a>	milocheung@appcara.com	Yes	<a href="#">revoke access</a>

[Invite an existing user by email](#)  
[Create and add a new user](#)

Enter an account page, and you will see members of your account. Click on names to check their profile, or you may revoke their access. There are two ways of adding members, using the bottom-right area on this screen.

## Invite existing users

If they are existing cluster users, you may invite them by email address. They will receive a notification and may accept or deny your invitation on their home page.

## Create a new user

You may register for them if they are not in the cluster yet. However, please ensure to fill in External ID if they have an HKAF account.

### New User ✕

Login ID*	Full Name*
<input type="text" value="kensoncheung"/>	<input type="text" value="Kenson Cheung"/>
Email*	Password* <span>Show password</span>
<input type="text" value="kenson.cheung@appcara.com"/>	<input type="password" value="....."/>
	Ten or more arbitrary characters.
Mobile*	Title
<input type="text" value="91235678"/>	<input style="border-bottom: none; border-top: none; border-left: none; border-right: none; padding: 0 5px;" type="text" value="Mr"/> <span>▼</span>
Role	External ID
<input style="border-bottom: none; border-top: none; border-left: none; border-right: none; padding: 0 5px;" type="text" value="Researcher"/> <span>▼</span>	<input type="text" value="e.g. email@example.com"/>
Publications	
<input type="text"/>	

---

Revision #11

Created 4 November 2022 07:45:02 by Loki Ng

Updated 13 November 2022 16:38:15 by Loki Ng