

# 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](#)

1 - 1 of 1 < Prev Next > ⚙									
Account	Reset Period	CPU Oneasia	GPU Oneasia	CPU Shared	GPU Shared	CPU Dedicated	GPU Dedicated	Jobs	Users
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<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.

Users 3/10 1 - 3 of 3 < Prev Next > ⚙			
Id	Email	Is Coordinator	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">loki</a>	<a href="#">loki.ng@appcara.com</a>	Yes	<a href="#">revoke access</a>
<a href="#">don</a>	<a href="#">don.chu@appcara.com</a>	Yes	<a href="#">revoke access</a>
<a href="#">milo</a>	<a href="#">milocheung@appcara.com</a>	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\*

kensoncheung

Email\*

kenson.cheung@appcara.com

Mobile\*

91235678

Role

Researcher

Publications

Full Name\*

Kenson Cheung

Password\*

.....

Show password

External ID

e.g. email@example.com

Ten or more arbitrary characters.

Title

Mr

Submit

Revision #11

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