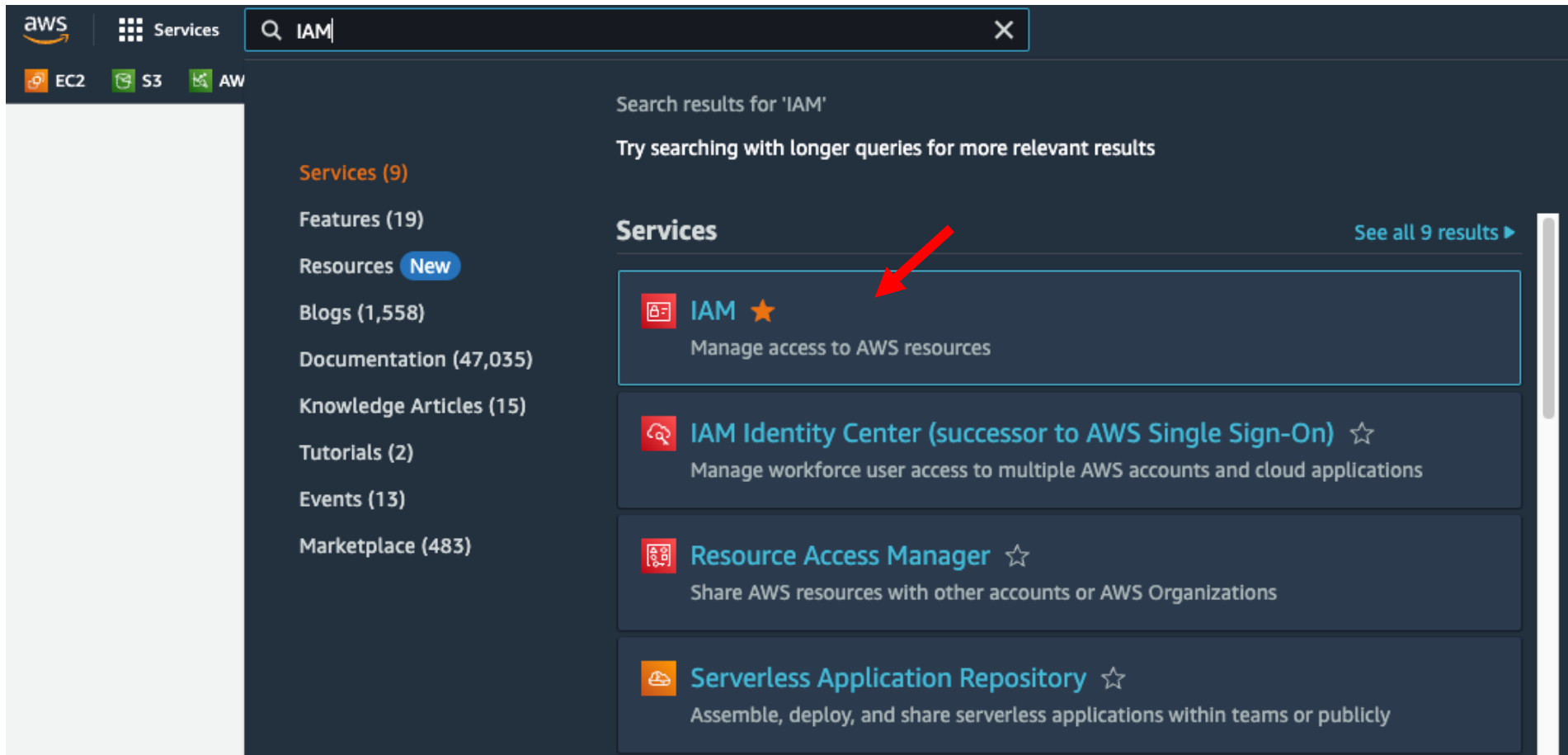# Adding new users to AWS and creating a budget for users

Jana Biermann, PhD

May 2023

Navigate to IAM (e.g. through search)

Click on "Users"

IAM resources

User groups	Users	Roles	Policies	Identity providers
2	22	20	3	1

What's new ↗

Updates for features in IAM

Vi

Click "Add users"

Enter user details

- For **computational people within the group** provide access to AWS Management Console

- **Not needed for collaborators or data transfer**

- Use autogenerated password that needs to be changed upon log-in

Set permissions

- For **computational people within the group** use "LabAdmins" (this is full admin access)

- For **collaborators/data transfer** use "S3_access_group" (only S3 access)
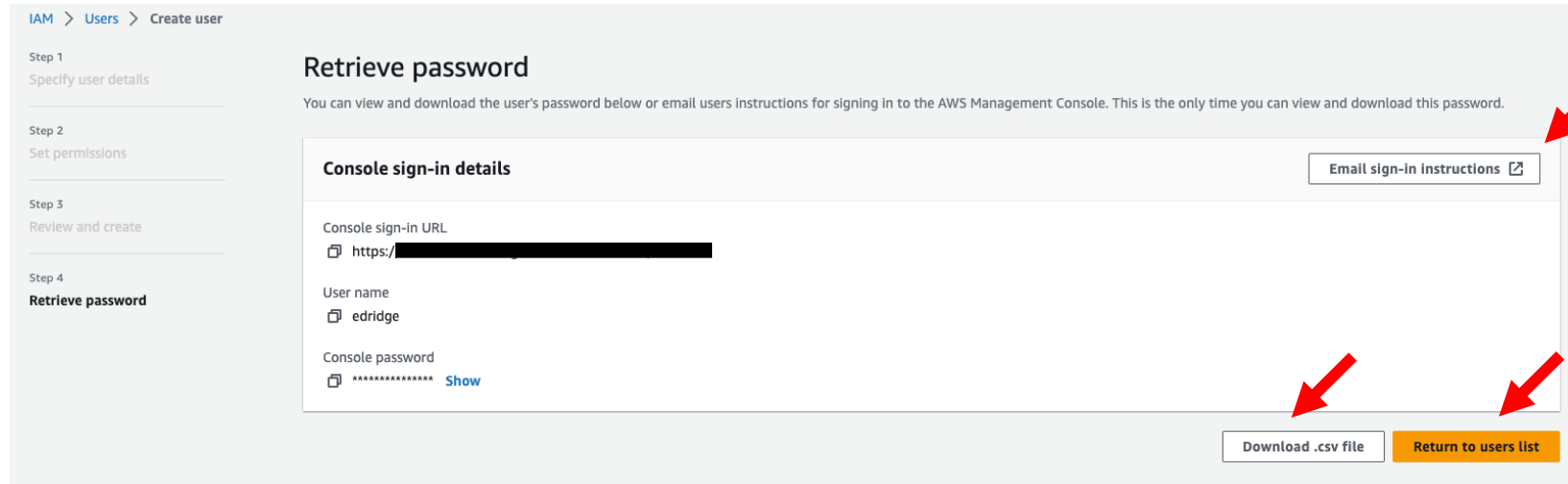
Review and click "Create user"

Send instructions and password in separate emails

- Send automated email with sign-in instructions
- Download password (.csv file)
- Send password and specific instructions in separate email
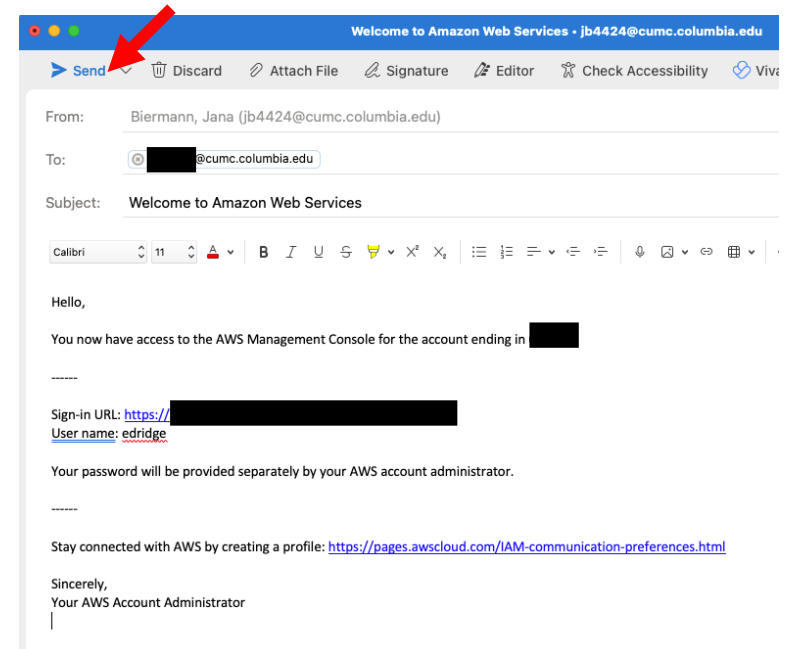
Send password separately

Hi,

Please find attached your password for AWS access.

Please read our AWS instructions and familiarize yourself with our best practices here:
https://github.com/JanaBiermann/single_cell_tools/tree/main/aws

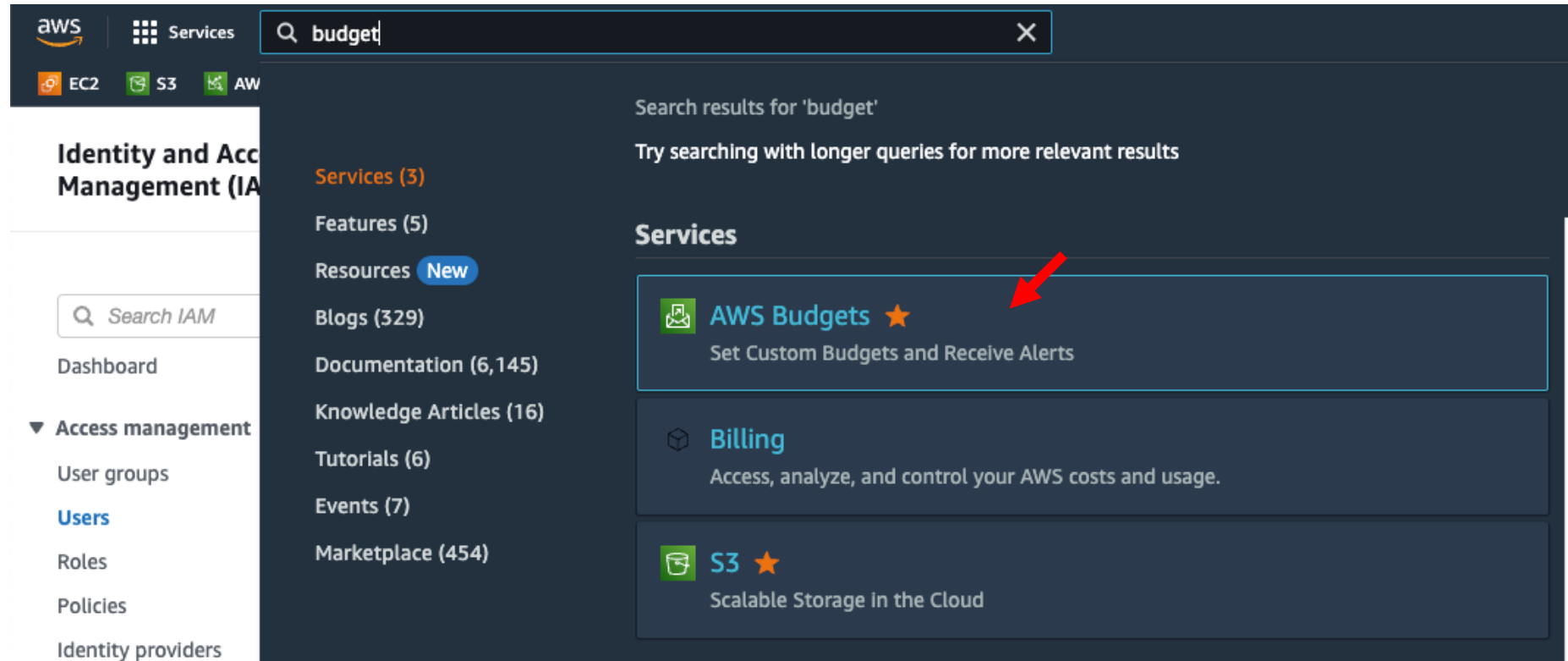I'll set up a budget alarm for you once you have accumulated some costs.

Please always label you instances, volumes, snapshots, and AMIs <u>starting with your name</u> and <u>check regularly</u> if they are still needed.

Let me know if you have any questions.

Create a budget alarm for new users

- Navigate to "AWS Budgets"

Click "Create budget"

Choose "Customize" and "Cost budget"

Name budget after user and set amount

Details

Budget name
Provide a descriptive name for this budget

Monthly budget - Jana

Names must be between 1-100 characters.

Set budget amount

Period
Daily budgets do not support enabling forecasted alerts, or daily budget planning.

Monthly

Budget renewal type

● Recurring budget
Recurring budgets renew on the first day of every monthly billing period.

○ Expiring budget
Expiring monthly budgets stop renewing at the end of the selected expiration month.

Start month

May   2023

Budgeting method   Info

Fixed
Create a budget that tracks against a single monthly budgeted amount.

Enter your budgeted amount ($)
Last month's cost: $5,297.02

1000

Filter for user costs using "Tag" and "aws:createdBy"

Create alert and add user email address

Adding actions other than alert is usually not needed

Review and create budget

Inform user about budget

Hi,

I added you to our AWS budget list. It's just to give you an idea of how much you're spending.

Feel free to adjust your budget as you like. Currently, it's at $1000 per month with an alert at 75%.

You can adjust your budget to your preferences under "AWS Budgets".