



## **Invite and remove users**

Astra

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# Invite and remove users

Invite users to join your Astra account and remove users that should no longer have access to the account.

## Invite users

Account Owners and Admins can invite other users to join the Astra account.

### Steps

1. Make sure that the user has a [Cloud Central login](#).
2. Click **Account**.
3. In the **Users** tab, click **+ Invite users**.
4. Enter the user's name, email address, and their role.

Note the following:

- The email address must match the email address that the user used to sign up to Cloud Central.
- Each role provides the following permissions:
  - An **Owner** has Admin permissions and can delete accounts.
  - An **Admin** has Member permissions and can invite other users.
  - A **Member** can fully manage apps and compute.
  - A **Viewer** can view resources.

5. Click **Send invite(s)**.

### Result

The user will receive an email that invites them to join your account.

## Change a user's role

An Account Owner can change the role of all users, while an Account Admin can change the role of users who have the Admin, Member, or Viewer role.

### Steps

1. Click **Account**.
2. In the **Users** tab, select the drop-down list in the **Role** column for the user.
3. Select a new role and then click **Change Role** when prompted.

### Result

Astra updates the user's permissions based on the new role that you selected.

## Remove users

An Account Owner can remove other users from the account at any time.

## Steps

1. Click **Account**.
2. In the **Users** tab, select the users that you want to remove.
3. Click **Actions** and select **Remove user/s**.
4. When you're prompted, confirm deletion by typing the user's name and then click **Yes, Remove User**.

## Result

Astra removes the user from the account.

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