



Invite and remove users

Astra

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Invite and remove users

Invite users to join your Astra Control 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 Control 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 Control 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 Control removes the user from the account.

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