

# Upgrading Your Account

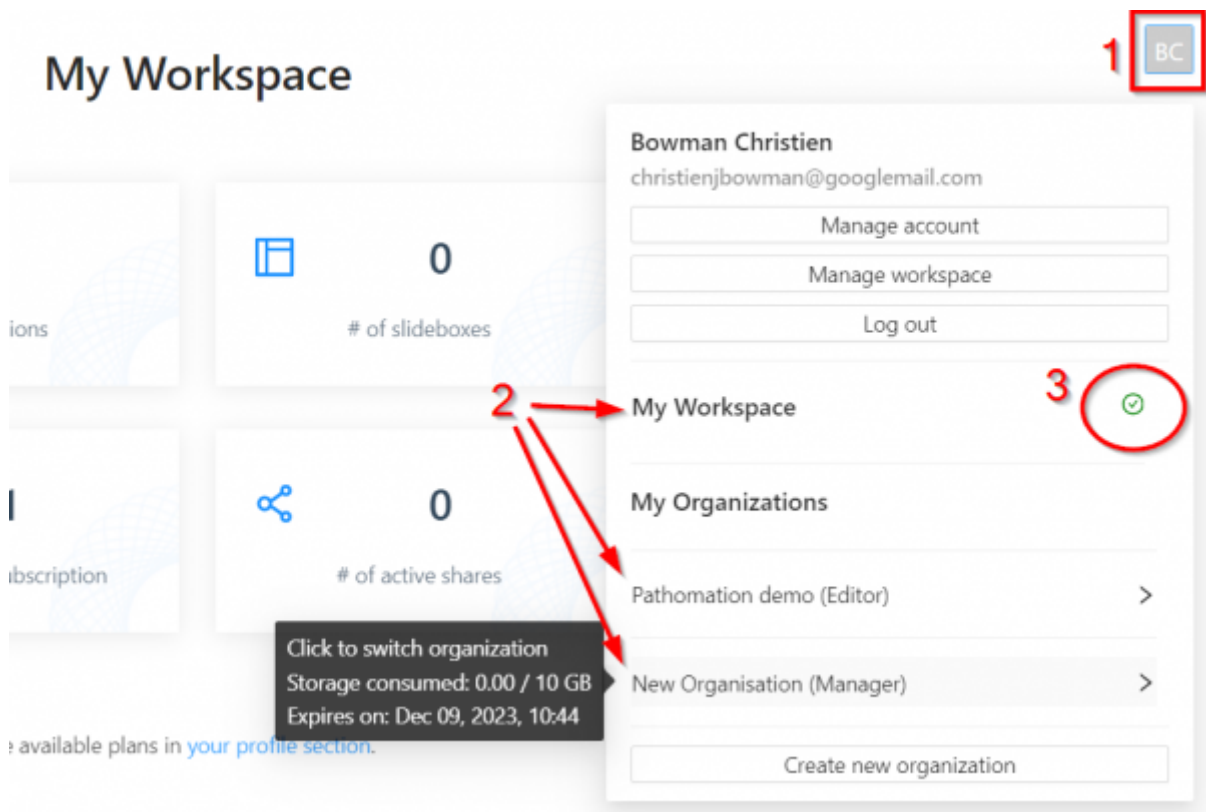
Whether you're looking for more cloud storage beyond the free 10GB, you want to explore featuring fully interactive slides embedded in course / exam content, or you need to collaborate with others through an [organisation](#), it's time to upgrade your account.

pricing\_and\_upgrading\_plan.mp4\_600

In this video above, you'll learn how to upgrade your plan for your Personal Workspace and/or Organisation account.

## 1. Selecting the workspace

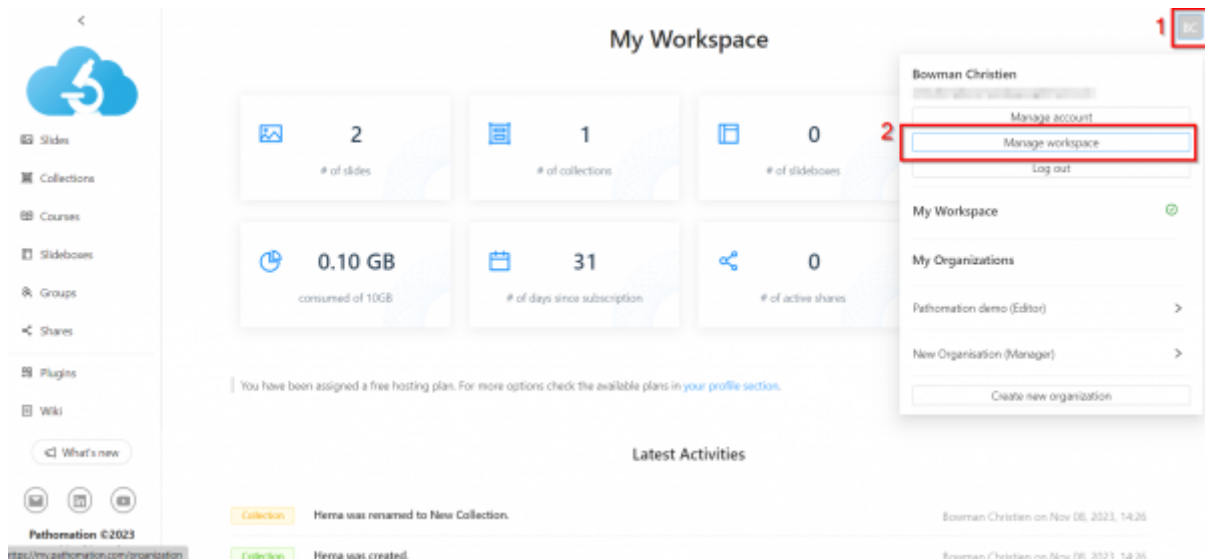
You can manage the plans for your personal workspace and your organisation(s) separately. First select the workspace you want to manage by clicking the account button with your initials in the top right of the screen (1). Then select your personal account (My Workspace) or one of your Organisations (2). If you hover your mouse over the organisation, details about it will pop out in the black speech box. You can confirm which workspace/organisation you are currently in by looking for the green check mark (3)



## 2. Managing your workspace

Now you are in the correct workspace, it's time to upgrade! First navigate to the account drop down menu by clicking the account button (1).

Then select "Manage Workspace" (2)



You will see the option to “Change Plan” in the “Plan Type” section. Click on the bluetext to see the account options. Here's how it looks for My Workspace:

Workspace		BC	
Name	My Workspace	Payment scheme	-
Role	Manager	Payment type	-
Plan type	Free <a href="#">Change plan</a>	Payments history	<a href="#">View History</a>
Total space	10GB	Annotation tools	<a href="#">Manage Tools</a>
Consumed space	<div style="width: 100%;"><div style="width: 100%;">100% ( 0.10 GB )</div></div>		
Expiration date	Apr 13, 2024, 11:02		

Here's how it looks for an Organisation - note that you will also the remaining days of your organisation's 30 day trial in parentheses here:

Organization		BC	
Name	New Organisation <a href="#">↗</a>	Payment scheme	-
Role	Manager	Payment type	-
Plan type	Free (30 days) <a href="#">Change plan</a>	Payments history	<a href="#">View History</a>
Total space	10GB	Management	<a href="#">View members and invitations</a> <a href="#">Send invitations</a> <a href="#">Generate open invitation</a>
Consumed space	<div style="width: 0%;"><div style="width: 0%;">0.00% ( 0.00 MB )</div></div>	Actions	<a href="#">Leave Organization</a>
Expiration date	Dec 09, 2023, 10:44	Annotation tools	<a href="#">Manage Tools</a>

### 3. Choosing your plan

In the next window you will be presented with the storage options.

Change plan for New Organisation X

1 Storage — 2 Payment — 3 Confirmation — 4 Result

### Choose storage plan

Storage	Price per month
25 GB	30 €
50 GB	60 €
100 GB	110 €
200 GB	200 €
500 GB	436 €
1,000 GB	710 €

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