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# Add/Edit Users

The Add/Edit Users page allows you to add or edit demographic, contact, and account recovery information for CareerPortal users.

## Add and edit CareerPortal users

| Field | Description |
|---|---|
| **First Name** | Type the user's first name. |
| **Last Name** | Type the user's last name. |
| **Select a Username** | Type a user name for the user. |
| **Password** | Type your password.<br>Requirements:<br>Between 16 and 46 characters. Must include at least one of each of the following character types:<br>•<br>Uppercase letters (A–Z)<br>•<br>Lowercase letters (a–z)<br>•<br>Numbers (0–9)<br>•<br>At least one allowed special character |
| **Confirm Password** | Retype the password. |

### Contact Information:

| Field | Description |
|---|---|
| **Email Address** | Type the user's email address. The email address is used for account recovery such as forgetting one's password. |
| **Local User Override** | Make a user an internal user regardless of their email address domain.<br>•<br>A green box with a check mark indicates the override is enabled and the user is considered *Internal*.<br>•<br>A red box with an X indicates the override is disabled and the user is considered *External*.<br>Internal users:<br>Users who are employed by your organization and have an email address with a domain that matches one of the email domains listed for the District (Co-op) on the District Settings (Co-op) page. Internal users can view applicants on the Search Applicants page if they are assigned to the appropriate user group. |
| **Primary Phone** | Type the user's primary phone number. |
| **Secondary Phone** | Type the user's secondary phone number. |

Click **Save** to save your work. Click **Cancel** to return to the previous screen.

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