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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  |
|--------------------------|--|
| <b>First Name</b>        | Type the user's first name.  |
| <b>Last Name</b>         | Type the user's last name.   |
| <b>Select a Username</b> | Type a user name for the user.   |
| <b>Password</b>          | Type your password.<br>Requirements:<br>Between 16 and 46 characters. Must include at least one of each of the following character types: <ul style="list-style-type: none"> <li>• Uppercase letters (A-Z)</li> <li>• Lowercase letters (a-z)</li> <li>• Numbers (0-9)</li> <li>• At least one allowed special character</li> </ul> Forbidden characters: space, !, ?, *, &, ^ |
| <b>Confirm Password</b>  | Retype the password.   |

### Contact Information:

| Field                      | Description  |
|----------------------------|--|
| <b>Email Address</b>       | Type the user's email address. The email address is used for account recovery such as forgetting one's password.   |
| <b>Local User Override</b> | Make a user an internal user regardless of their email address domain. <ul style="list-style-type: none"> <li>• A green box with a check mark indicates the override is enabled and the user is considered <i>Internal</i>.</li> <li>• A red box with an X indicates the override is disabled and the user is considered <i>External</i>.</li> </ul> <b>Internal users:</b><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. |
| <b>Primary Phone</b>       | Type the user's primary phone number.  |
| <b>Secondary Phone</b>     | 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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