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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. Required fields are marked with a red asterisk. If you are adding a new user, be sure to link the user to the appropriate user group to provide the necessary level of permissions.

## 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>	<p>Type a password.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• 16-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters</li> <li>• Case-sensitive</li> </ul>
<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>	<p>Make a user an internal user regardless of their email address domain.</p> <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> <p><b>Internal users:</b> 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.</p>
<b>Primary Phone</b>	Type the user's primary phone number.
<b>Secondary Phone</b>	Type the user's secondary phone number.
<b>Field</b>	<b>Description</b>
<b>Save</b>	Save your work.
<b>Cancel</b>	Cancel and return to the previous page.

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