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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 in order to provide the necessary permission levels.

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. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: <ul style="list-style-type: none"> • Uppercase letters (A-Z) • Lowercase letters (a-z) • Numbers (0-9) • 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. <ul style="list-style-type: none"> • A green box with a check mark indicates the override is enabled and the user is considered <i>Internal</i>. • A red box with an X indicates the override is disabled and the user is considered <i>External</i>. <p>Internal users: 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> |
| Primary Phone | Type the user's primary phone number. |
| Secondary Phone | Type the user's secondary phone number. |

| Field | Description |
|---------------|---|
| Save | Save your work. |
| Cancel | Cancel and return to the previous page. |

From:
<https://help.ascendertx.com/careerportal/> - CP

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Last update: **2022/01/27 17:47**

