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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: • 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. • A green box with a check mark indicates the override is enabled and the user is considered *Internal*. • A red box with an X indicates the override is disabled and the user is considered *External*. 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.
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.

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