

# Table of Contents

**Add/Edit Users** ..... 1



# 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
<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. Requirements: 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> 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.

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

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

Permanent link:  
<https://help.ascendertx.com/careerportal/doku.php/general/addeitusers?rev=1643323620>

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

