

# Table of Contents

**Users** ..... 1



# Users

The Users page allows you to edit demographic, contact, and account recovery information for CareerPortal users. Required fields are marked with a red asterisk. If you are editing a new user, be sure to link the user to the appropriate user group in order to provide the necessary permission levels.

The following changes generate an automatic email to the user:

- The user's email address domain is changed to a domain that matches one of the email domain(s) listed on the District Settings Co-op page.
- The **Local User Override** field is changed from *External* to *Internal*.

## 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>
<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.

Field	Description
<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.

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

Permanent link:  
<https://help.ascendertx.com/careerportal/doku.php/general/addeitusers?rev=1651516166>

Last update: **2022/05/02 13:29**

