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# Email Confirmation

The Email Confirmation page is used to verify your email address. You will not have full user or administrative rights (permissions) without verifying your email address.

## Confirm you email address

- Click **Email Confirmation** on the Profile Settings page.
- On the Email Confirmation page, click **Send a New Key** to send an email confirmation message to your email address. A confirmation message will appear.
- Click **OK**.

You will receive an email confirmation message from CareerPortal.

- Click **Confirm Email Address** in the email message. The CareerPortal Login page will open.
- Log in to CareerPortal using your user name and password. The Email Confirmation page is displayed.
- The Email Confirmation page will display a message stating whether your email address has been confirmed or not.
- Check your spam folder if you do not receive your email confirmation. The confirmation email message will be from **noreply@careerportal.net**. The subject is: **CareerPortal Confirmation Email**.

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

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