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# Users

The Users page allows you to add, edit, and delete CareerPortal users. A list of all users is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Return to Admin Tools You can return to the Admin Tools page at any time by clicking **Admin Tools**.

Records Click **Records** to select the number of records to display.

## View CareerPortal users

The following CareerPortal users information is displayed on this page. Super Admins can view all users for the coops they administer.

| Column | Description |
|---|---|
| **Username** | Displays the unique user name for each user. |
| **First Name** | Displays the user's first name. |
| **Last Name** | Display the user's last name. |
| **Email** | Displays the user's email address. |
| **UserType** | Displays whether the user is an external user, an internal user, or a confirmed user. |
| **Coop** | Displays the coop that the user is registered under. |

## Add and edit CareerPortal users

| Field | Description |
|---|---|
| **Add New+ or**  | Opens the **Add/Edit Users** page. |

- Click **Save & Continue** to save and return to the previous page.
- Click **Cancel** to return to the previous screen.
- You can also click **@TITLE@** to return to the @TITLE@ page.

## Edit CareerPortal users

Editing an @TITLE@ is facilitated using the **Add/Edit @TITLE@** page.

| Field | Description |
|---|---|
| **Edit** | Edit the row. The **Add/Edit @TITLE@** page will open. Required fields are marked with a red asterisk (<fc #ff0000>*</fc>).<br>•<br>Click **Save & Continue** to save and return to the previous page.<br>•<br>Click **Cancel** to return to the previous screen.<br>•<br>You can also click **@TITLE@** to return to the @TITLE@ page. |

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Editing a CareerPortal user is facilitated using the Add/Edit Users page.

- Click **Edit** to open the **Add/Edit Users** page.
- Edit the user's information using the Add/Edit Users page. Required fields are marked with a red asterisk (<fc #ff0000>*</fc>).
- You are returned to the Users Groups Link page when you save your edit.
- Click **Cancel** to return to the previous screen.

# Delete CareerPortal users

- Click **Delete** to delete the row. A confirmation message is displayed prompting you to continue.
- Click **OK** to delete the row.
- Click **Cancel** to return to the previous screen.

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